

Meeting 04/06/2020

Present:

Ginny Tyson, President (via telephone)

Jacques LeBlanc, Vice President

Colleen Hogan, Secretary

Christine Buff

Deborah Cannarelli

Jacqueline Franke

Macie Litjens, Director

Bob Chesnut, Head of Adult Reference Department

Virginia Tyson:

Good evening, everybody. I'm going to call the meeting to order at 7:04. Can I have a motion to approve the minutes?

Jacqueline Franke:

The agenda;

Christine Buff:

The Agenda.

Virginia Tyson:

I'm sorry, the agenda.

Christine Buff:

Motion.

Virginia Tyson:

All in favor?

Marcie Litjens:  
Yes

Jacques LeBlanc:  
Yes

Colleen Hogan:  
Yes

Virginia Tyson:  
Motion to approve the minutes from the March 30th meeting

Marcie Litjens:  
It's the 31st,

Virginia Tyson:  
OK, I don't even know what day it is.

Christine Buff:  
The 31st. Motion.

Virginia Tyson:  
All in favor:

Virginia Tyson:  
I don't have any reported, if there any other trustee reports or questions.

Deborah Cannarelli:  
No.

Jacques LeBlanc:  
No

Virginia Tyson:  
No? OK then, Marcie

Marcie Litjens:

Ok, I know that we're going to be talking about the budget, but before I get started with that, I don't know if you're aware, the governor has another executive order issued today, that until April 29th. He's extended the, the order that was originally for the 19th. So I didn't know everyone read about it, heard about that.

Jacques Le Blanc:  
Yes.

Marcie Litjens:

Ok, we're closed definitely until then until we hear otherwise. I had a meeting today with the other directors in Suffolk County. And I know somebody had just mentioned at some point about a mailing book service and Kevin Verbesev did mention, that perhaps system could just have, like, a book in a box for patrons who definitely really want that book in their hand, as opposed to electronic resource and it wouldn't be necessarily a title, specific title. But if you like romance, science fiction, if you like mystery, they could just send that out to you That is still in the very, developing stages of that. But that was a brainstormed idea that they had today. they realize all the buildings are closed but they do have a plethora of, uh, copies of random stuff, that system that they can send out. So that was an idea. And I actually e-mailed him because I thought that was a very good idea. Not everyone has access to electronic resources at home. And it will allow, I would say a lot of people do, but there are definitely a handful of people who are not comfortable downloading e-books, or just don't like reading from a reader. So, I was very happy about that idea, it's called book in a Box.

Jacques LeBlanc:

Marcie, a question I was reading about when the libraries get back to being libraries, and people come in and take books out, is there any way, like blue light, sterilizer. So that people feel more comfortable taking a book out, knowing that it's gone through some kind of.

Marcie Litjens:

Yes, when we re-open and get back to, quote, unquote, normal, there's going to have to be some procedures put into place. First, I was already talking about this. When we open, I don't know if we're going to be opening like 100%, like, it's April 30th and OK, everyone can just go back to work. I don't know what it's going to be like. If we're gonna get a directive, oh, well, 50% of the workforce can come back or 75% if we're going to gradually go back to normal. But a couple of things we're going to have to take into consideration, which I've already been looking into, is it might be advisable to get some plexiglass for the circulation desk. I have already ordered N95 masks and gloves. And I have plenty of sanitizer at work for when we do get back there, in case we need it. Also, I have Joy looking at UV lights right now, which can sanitize the books. They are not foolproof. That would only really get the outside of a book. But sometimes, perception, something is better than nothing. It shows that we're being a little proactive. You can't open a book. And, you know, UV every single page that's not feasible. But if you were to put it under that light and at least get the cover where you're handling stuff that would be an extra step. And I think that shows the public and staff that we care about them. Additionally, I think it might be advisable depending on how. Society is at this point. I don't know is if we're going to accept returns at the desk. They might just go into the book drop. We empty the book drop once a day. We let the books sit a day and then check them in the following day. That's something I'm investigating, 'cause I don't know. There's still some debate as to

how long these viruses live on surfaces, and until I can get a little more concrete answers, I am not necessarily comfortable with having a book getting returned right Johnny, on the spot, when we can, just simply check it in the next day, after it's had some time, to, ah, potentially kill off any germs on it. But yeah, UV lights, we're looking into that. And plexiglass, for the circulation desk, Plexiglas temporarily, it's not something I would want to have up there, because that just seems so impersonal. But I think. It's advisable. It would be, we have to look into it and just check it out. Though. I'll let you know. Once we find that out about that, the UV light. I did take a preliminary look. And there is this, like box that you can put books in. It's not a big box. I can't have anything that's too big, maybe, like the size of a copy machine I could handle. But anything bigger than that, I don't really have room. And there's also wands. So, I have to take a look at what is. You know, what, what would work best. And, some of the products I looked at were coming from Italy and I was like, Oh, I don't know, you would get that very quickly. Even some of the products from China. So, whenever product that I would decide on, I think it has to be coming somewhere that's in a stock room in America because every other country has delays on shipments right now.

Christine Buff:

Ok.

Marcie Litjens:

So I also think when we get back to work, that there's going to have to be some protocols in place. Staff just can't, you know, willy nilly sit at a desk. You sit at a desk. That is your desk. You get up from that desk, you need to wipe down your desk. You come back from your shift your hands are washed. You come sit at your desk. You wipe it down before you start. This is this is going to be a process. A lot of the spaces are shared.

Deborah Cannarelli:

Oh.

Marcie Litjens:

Any other questions with that? No, OK.

Virginia Tyson:

No other questions? Then we'll deal with the old business, which is the budget. The decision about the budget vote? Where the board's opinion? What have you heard, Marcie?

Marcie Litjens:

Um, I was just gonna say, What are you thinking? A lot of the information that I have gathered was from Brookhaven Public Libraries I tried to focus mostly on Brookhaven because that's comparing apples to apples. And many of them have chosen to do a 0% percent. So, that means working off this current fiscal year's numbers, and they will hold the trustee election at a later date to be determined when appropriate.

Virginia Tyson:

Other members? Other opinions?

Christine Buff:

A little bit at the beginning, what you said? Marcie can you repeat that one more time?

Marcie Litjens:

Christine, I can't hear you repeat.

Christine Buff:

Can you repeat what you just said?

Jacques LeBlanc:

Yes, I see your mouth moving Christine but we don't hear you.

Virginia Tyson:

Just repeat what you said Marcie?

Christine Buff:

OK I'm here.

Marcie Litjens:

Ok, so, um, what are you OK, I hear you, Christine.

So, when I took a look at other libraries I focused in on Brookhaven townships. So that I felt that we could have compare apples to apples. And many of those libraries are just sticking with this year's fiscal year's budget. They are not doing an increase for next year, and they're holding the trustee election at a later date when it's appropriate. That seemed to be the most consensus.

Christine Buff:

I'll go with that. What does everyone else say?

Jacques LeBlanc:

It seems like the most likely thing to do. I mean, things have changed in the last couple of weeks from when we first started, and I think you have to go to zero and rolling it over then. I guess that's the way to go. And the trustee election can be done at any time and you can even hold that off months, right? I mean it isn't something that needs to be done. So that sounds good. It sounds like the best thing that we can do, I think we have to recognize what the community is going through, and I think a 0% budget will show that we recognize that. Anybody else?

Deborah Cannarelli:

Well, I don't think you want to stick out as being different at this time.

Jacques LeBlanc:

Yup, I agree.

Deborah Cannarelli:

Ok, plus, if you're trying to draw other districts, you know.

Jacques LeBlanc:

Mm hmm.

Jacques LeBlanc:

Yes, that's important. Last time, I think I mentioned that we need to express that we're not going to cut programs. We are going to cut other things or postpone things, but the library programs are going to be intact and we definitely want the other districts to know that.

Marcie Litjens:

Oh, Yeah. No, I agree with that 100%. The programs are a big draw, and one thing that I hadn't mentioned is with ours, our service, our brick and mortar, we now have an online presence of programming. So, if you look at our programming calendar, we've got a calendar that's filling up day by day, and the response has been very good. I'm very happy. For example, Angela put up a yoga class for tomorrow, she put it up on, what's today Monday? She put it up on yesterday, Sunday. We already have 14 people signed up for it in one day, not even 24 hours.

Christine Buff:

There are limit for the online attendance?

Marcie Litjens:

Ah, some programmers do have a limit because they're not comfortable with. You know. 100 people in their audience but I think the limit has been set at 50. So. Yeah, Margie's play hooray that she booked. I believe has upwards of 30 people signed up right now. So that's.

Christine Buff:

That's Awesome.

Marcie Litjens:

That's actually more people than when we had the brick and mortar programs. But. When you have people in the library, you cannot have 30 people sign up, because then you lose control your classroom. So, at least, I feel this is a nice, nice way to let the community know that we are still. There for them, were still operating our seed library. In fact, I have to assign that to another clerk. We had it assigned to one clerk. Of the amount of seeds that are being requested is overwhelming. I go and mail them, and yesterday, or today, I mail 21 envelopes of seeds. I have another 10 that have to get mailed out. So, we are reaching the community. And if you take a look at our online campaigns, we are spot on. People, we are reaching them.

Colleen Hogan:

Yeah.

Marcie Litjens:

But Programs is not a place to cut. Not at all.

Christine Buff:

Awesome.

Jacques LeBlanc:

It's is wonderful, that the new website is up because it's so much clearer with so many people going to, I've heard really good things about it, So.

Marcie Litjens:

Yeah, it's amazing, Bob, and I've had this conversation quite quite a bit, and we're so thankful that this website got done before this happened, because I just can't even imagine trying to navigate through our old website in this new world. And I think, Bob, do you want to just interject, for two seconds about what changes you're going to be making to the website, and the communication with the patrons?

Bob Chesnut:

Sure. So I spoke with the web developer today, and we're going to add a chat interface, so we can have a librarian there and we can set up so it's timed. So, it'll be there for four hours during the day when it's, when there's coverage, and then it'll go away and we'll be back to our regular webpage. That's my understanding of it at least. Additionally, we're going to, we can work with Optimum to forward the numbers. So if you call the 8 7 8 0 9 4 0 number, it will go to you. I could set up to go to someone's cell phone, so. The caller doesn't see that it's going to the cell phone, or to the person's home number, the librarian, home number, I should say, But it will. Go to, at least a librarian will answer, and be able to try to help the person. Again, we can set this all up, so it's automated, so, if we want to have one librarian, doing four hours a day, or three hours a day, and we can have one librarian do it this day, and the next library can do it on Tuesday, and the next librarian can do it. Wednesday, we can just set up, a pretty much automatic. Mmm hmm, yeah.

Marcie Litjens:

Sorry Bob. I was Gonna say, so when, you know, like, say, for example, Angela booking her programs, she'll be doing that on, on Mondays and Tuesdays. And then she'll have a Wednesday shift that she can dedicate to answering the phones, or doing chat with people. We'll set that up. So that way, not one person is burdened or burdened is not the right word, but that overwhelmed with taking all the phone calls in one day. They can still do their other duties that they need to get done in order for us to continue. So, I think that would be nice, because, ah, the public can then actually talk to a person. So thank you, Bob, for setting that up. Oh yeah, when we. Realized. The directive came down today, that we're not opening to the 29<sup>th</sup>. We had talked about this already last week. That this could be an option, and that, yes, we're able to get that done quickly.

Virginia Tyson:

Any other questions?

Christine Buff:

No.

Deborah Cannarelli:

No.

Jacques LeBlanc:

No.

Virginia Tyson:

Can we move to new business and can I have a motion to postpone the vote for trustee and to carryover the current budget?

Christine Buff:

Motion.

Jacqueline Franke:

Motion for the budget? Is that what she said?

VirginiaTyson:

Yes, However, you are going to word it. I mean, Marcie, you saw there was wording from a couple other libraries, So basically, we're going to hold the budget vote.

Marcie Litjens:

Jackie will be it. We're going to use this year's budget.

Jacqueline Franke:

Just give it to me.

Marcie Litjens:

Yeah, OK, that's.

Jacqueline Franke:

Fine.

Virginia Tyson:

Is everyone in favor of that?

Deborah Cannarelli:

Yes

Jacques LeBlanc:

Yes

Colleen Hogan:

Yes, OK.

Christine Buff:  
Yes.

Jacqueline Franke:  
Yes.

Virginia Tyson:  
Motion to leave the library building closed?

Christine Buff:  
Motion.

Colleen Hogan:  
Perfect.

Jacqueline Franke:  
Perfect.

Virginia Tyson:  
Are there any other questions or issues?

Marcie Litjens

I do have one thing. Until we have a directive this video chatting is only good, these meetings are only good for the directive that says until April 11. So, until we have some further directive after that, our next meeting is supposed to be in person.

Virginia Tyson:  
The 16<sup>th</sup>.

Marcie Litjens:  
Um, yeah. I'm sure they're going to be changing that directive so.

Colleen Hogan:

So, the 16<sup>th</sup> is the next meeting?

Virginia Tyson:

So we are not going to set a meeting date at the moment.

Marcie Litjens:

Yeah, so the next meeting typically would be the third Monday of April. So that is on the 20<sup>th</sup>. So, it will be either on online, if that's allowed, or in person if its not.

Virginia Tyson:

OK.

Virginia Tyson:

Hello?

Marcie Litjens:

I can hear you.

Virginia Tyson:

I go in and out so I might lose you totally. Alright, so our next possible meeting is going to be April 20th at seven o'clock.

Jacqueline Franke:

Ok.

Jacques LeBlanc:

Ok, Yes.

Marcie Litjens:

And I'll write up statements and put in the newsletter from the board with your intentions, with the budget.

Jacques LeBlanc:  
Sounds good.

Christine Buff:  
Oh, good.

Virginia Tyson:  
Ok we are good with everything else?

Christine Buff:  
Yeah, OK.

Virginia Tyson:  
Well, then we need a motion to adjourn at 7:23.

Christine Buff:  
Motion.

Colleen Hogan:  
Second

VirginiaTyson:  
All in favor?

Christine Buff  
Yes, yes.

Colleen Hogan:  
Yes.

Jacques LeBlanc:  
Yes

Debra Cannerelli:

Yes

Marcie Litjens:

Yes

Jacqueline Franke:

Yes

Marcie Litjens:

Be well everybody

Virginia Tyson:

Thank you everybody. Stay well.

Bob Chesnut:

OK I'm going to stop the recording bye.