

**Julia Butterfield Memorial Library
Monthly Board Meeting
Wednesday, May 19, 2021, 6:30 PM**

The May 19, 2021, meeting of the Board of the Julia L. Butterfield Memorial Library took place in a hybrid in person/remote via video conference format, in accordance with the State of New York's current social distancing mandates placed in effect in response to the global Covid-19 pandemic.

ROLL CALL

In attendance: Library interim director Johanna Reinhardt. *Board members:* Dennis Gagnon, Catherine Platt, Marjorie Gage, Bob Dwyer (Judy Meyer, excused)

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on May 19, 2021, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the April 2021 meeting of the Board
- Acceptance of April 2021 Warrants/Checks
- Acceptance of motion to approve application of credit card in the name of the Butterfield Library with Director Johanna Reinhardt and Treasurer Catherine Platt as signers

MONTHLY MEETING CALLED TO ORDER at 6:30 pm by Dennis Gagnon, Vice President

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Catherine made a motion to accept April 2021 warrants/checks as presented; Bob seconded; motion approved unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of April 30, 2021
- Johanna reported that the M&T Bank, Cold Spring, New York, account paperwork has been submitted, as per Board's resolution to transfer Library account from Wells Fargo to M&T last meeting
- Wells Fargo checking account is now closed
- State funding this year will be \$94.1 M
- Passport applications are again being accepted at the Library: Appointments grossed approximately \$1,000 in April 2021.
- Johanna reviewed list of suggested cost efficiencies, cutting redundant apps and downgrading online services to respond more appropriately to the size and budget of library. She estimates an annual savings of \$3,498 as a result.
 - Cut: Local Hop (room reservations)
 - Canceled: Hive (schedule software)
 - Downgrade storage: G-Suite
 - Cut: Amazon streaming
 - Downgrade from 500 participants: Zoom
- An Amazon (credit card) business account has been opened on behalf of the Library, as per last month's resolution; 30-day PO. Previous credit card continues to be phased out.

DIRECTOR'S REPORT (attached):

Interim director Johanna Reinhardt reported on previous month's meetings, grant developments, statistical reports, and programming initiatives (see Calendar of Events, online), including:

- A Mother's Day fundraiser covered costs of Kindergarten visits and Mother's Day program
- CDC updated guidelines for fully vaccinated people, however at this time New York State still requires masks regardless of status, and state guidance takes precedence. Mid-Hudson Library System is following OSHA guidance.
- A construction grant meeting is schedule for May 28 at 10 am
- Johanna has scheduled a conference with Butterfield attorney Robert Schofield

for May 26, 2:00 PM, to discuss pandemic-related protocol and potentially related legal issues:

Governor Cuomo recently signed the [Health and Essential Rights Act \(HERO Act\)](#) into law, which imposes obligations on private employers—including association libraries—to provide and maintain a safe workplace in the face of the ongoing COVID-19 pandemic and for future airborne infectious disease outbreaks. **i.** The Act amends NY Labor Law by adding two new sections: • The first section is applicable to all covered employers, and requires the development and adoption of an airborne infectious disease prevention policy. • The second section, applicable only to private employers with at least 10 employees, permits the creation of workplace safety committees. **ii.** Under the HERO Act, the NYS Departments of Labor and Health have been directed to create model standards for enforceable health and safety plans to prevent airborne infectious diseases in the workplace. **iii.** MHLS will continue to provide updates on the HERO Act and relevant resources and requirements

COMMITTEE REPORTS:

Facilities Committee:

- Dennis presented renovation updates:
 - Met with Mike Montelone of Monteleone Contracting on April 28th to review his proposal and scope of work for open projects, including completion of Conference Room, staff offices, and ADA compliant ramp work
 - Dennis will schedule a meeting with Pidala Electric to review their scope and pricing; Has a call in to Peter Giachinta and will report back.
 - Mike Monteleone will address bowing issues in the new bookshelves in Jean Marzollo Children’s Room.
 - Mike Montelone sent link to possible countertop selections, given pandemic-related supply chain issues. Trustees selected butcherblock countertop, for its appearance and sustainability. Countertop was installed Friday/Monday, April 26/29
 - All-Drains is scheduled to check Library drains next week.
- Johanna stated that she would contact Assemblywoman Sandy Galef’s office once again to verify anticipated Dormitory Authority funding in the amount of \$100,000
- Library is conducting an energy audit through June 30
- A tree has been donated in honor of Mary “Mimi” McCaffrey
- Cold Spring Tree Committee will donate labor for planting replacement tree on front lawn: Tree cost \$250-500)

- American visit resulted in repairs to HVAC (Downey Energy) to address an electrical issue that was causing heating system to malfunction
- Vector: Parking Lot security camera updated

Director Search:

- Trustees reported on remote conference with Rebekkah Smith Aldrich of Mid-Hudson Library System to review best practices for Director Search, compensation, and advertising.
- Following meeting and review of Butterfield Library Bylaws, the trustees drafted and approved final announcement of open position to all qualified candidates.
- The search is now open: Applications received by June 10, 2021, will receive priority.
- Applications will be accepted until the position is filled.

Policy Committee:

- Trustees reviewed recommendations for reopening library to public for use: Starting April 26, low-risk indoors arts and entertainment will increase to 50-percent capacity in first phase of reopening. Covid cases will continue to be charted, and decisions made accordingly for the safety of Staff and patrons.

Friends Liaison:

- Following a pandemic pause, the next meeting of the Friends of Butterfield Library is scheduled for June 2 at 7PM

Adjournment: 7:48

The next meeting of the Board is scheduled to take place on Wednesday, June 16, 2021, 6:30 PM

Recorded and respectfully submitted by:
Marjorie E. Gage, Secretary