

Fallsburg Library Trustee Monthly Meeting
May 28, 2020
Meeting held via Zoom due to COVID-19 pandemic

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Sonny Smith, Vice President	Present
Judith Merone, Trustee	Present
David Lawrence, Board Secretary	Absent – Unexcused
Renee Kates, Trustee	Present
Vacant Seat	
Kelly Wells, Director	Present

Meeting Commenced at 5:16pm.
The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Merone moved and Board member Kates seconded a motion to accept the April 23, 2020 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 4/30/2020

Checking	\$ 23,965.32
Money Market	\$370,867.95
ICS	\$123,589.61
CD – 1	\$100,000 (NECB)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

Board member Smith moved and Board member Merone seconded a motion to accept the Financial Report. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the warrants dated May 18, 2020 totaling \$12,467.63 and May 26, 2020 totaling \$3,923.69. All in favor.

Board member Cohen moved and Board member Kates seconded a motion to approve the Budget Transfers dated May 28, 2020 totaling \$3,089.73. All in favor.

Director's Report

Director Wells read from her director's report (copy attached).

Old Business

Nothing to discuss regarding policies still being updated.

Board members Burke-Deutsch and Cohen will be having a phone conference with Adam to discuss the lease.

New Business

Board member Smith moved and Board member Merone seconded a motion to approve the Reopening Plan as presented (through curbside services), with the hours flexibility discussed. All in favor.

Committee Reports

N/A

Board member Cohen moved and Board member Smith seconded a motion to adjourn at 5:33pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
May 28, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - April 23, 2020
- Financial Report
- Approval of Warrant(s)
 - May 18, 2020
 - May 26, 2020
- Budget Transfers
 - May 28, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Expansion/New lease discussion
- New Business
 - Reopening Plan
 - Date for Special Board Meeting – week of June 8th?
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
May 28, 2020
Financial Report

As of the April 30, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 23,965.32
Money Market	370,867.95
ICS	123,589.61
CD – 1	100,000.00 (NECB – Due July 2020)
CD – 2	103,500.33 (Due May 2020)
CD – 3	103,500.33 (Due November 2020)
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	\$ 845,296.26

The following deposits were made to the money market account during this statement period:

4/30/2020	304.70 (interest)
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**Please note on May 7, 2020 CD-2 matured and was not renewed due to poor interest rates. The money (\$104,355.35) was placed in our money market account which will be reflected on the May 31, 2020 Catskill Bank statement.

Fallsburg Library

Transactions by Account

As of May 18, 2020

Type	Date	Name	Name	Split	Amount	Balance
Accounts Payable						
Bill	05/18/2020	AFLAC	AFLAC Liab		62.04	62.04
Bill	05/18/2020	AIR Rent Property Group LLC	453 Rent		2,704.42	2,766.46
Bill	05/18/2020	Ameri Gas	450 Utilities-Electric, Propane		1,274.47	4,040.93
Bill	05/18/2020	Card Member Service	417/451 Web Host/Custodial Supplies		61.00	4,101.93
Bill	05/18/2020	Constellation New Energy	450 Utilities-Electric, Propane		12.56	4,114.49
Bill	05/18/2020	DeLage Landen Financial Services	200 Equipment		88.35	4,202.84
Bill	05/18/2020	Electronic Business Products, Inc	430 Office Supplies		67.99	4,270.83
Bill	05/18/2020	fox Ledge, Inc	451 Custodial Supplies		2.00	4,272.83
Bill	05/18/2020	Greenwald-Doherty LLP	437 Professional Fees		1,005.00	5,277.83
Bill	05/18/2020	I. Zakarin & Sons	451 Custodial Supplies		135.00	5,412.83
Bill	05/18/2020	NYSEG	450 Utilities-Electric, Propane		80.79	5,493.62
Bill	05/18/2020	Over Drive, Inc	415 e-content		1,253.54	6,747.16
Bill	05/18/2020	Ramapo Catskill Library System	415/432/436 e-content/telecommunications/ANSER		5,227.80	11,974.96
Bill	05/18/2020	Time Warner Cable	456 Internet Service		119.99	12,094.95
Bill	05/18/2020	Town of Fallsburg	430/431 Office supplies/telephone		372.68	12,467.63
Total Accounts Payable					12,467.63	12,467.63
TOTAL					12,467.63	12,467.63

Fallsburg Library Transactions by Account

As of May 26, 2020

Type	Date	Num	Name	Me	Split	Amount	Balance
Bill	05/26/2020		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,460.86	0.00
Bill	05/26/2020		Amanda Letohic - mileage		435 Travel	308.64	1,460.86
Bill	05/26/2020		Ramapo Catskill Library System		416 Service Fee	1,891.48	1,769.50
Bill	05/26/2020		Kelly Wells - mileage and petty cash		435/479 Travel/Programming	262.71	3,660.98
Total Accounts Payable						3,923.69	3,923.69
TOTAL						3,923.69	3,923.69

FY 2019-2020
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 May 28, 2020

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.416	Service & Web Fees	\$281.48	P9010.800	NYS Retirement	\$3,089.73
P7410.417	Web Host	\$1.68			
P7410.430	Office/Book/Library Supply	\$400.00			
P7410.432	Telecommunications	\$471.04			
P7410.436	ANSER	\$435.53			
P7410.437	Professional Fees	\$1,500.00			
	Total Increase	\$3,089.73		Total Decrease	\$3,089.73

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1, 2019 through May 26, 2020

	<u>Jul 1, '19 - May 26, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,348.24	1,500.00	-151.76	89.88%
P2401 Interest and Earnings	13,145.47	1,000.00	12,145.47	1,314.55%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,115.85	50.00	3,065.85	6,231.7%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	3,130.00	0.00	100.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.80 PILOT	1,603.41	1,603.41	0.00	100.0%
P2770.95 Ins Dividends	747.31	0.00	747.31	100.0%
P2770.99 Copy Mach/Fax fees	2,436.40	1,700.00	736.40	143.32%
Total Income	450,123.42	432,792.65	17,330.77	104.0%
Expense				
200 Equipment	1,060.20	1,400.00	-339.80	75.73%
410 Books	8,128.40	9,500.00	-1,371.60	85.56%
411 Films,DVD or VHS	2,786.07	4,200.00	-1,413.93	66.34%
412 Recordings /Tapes, discs	1,533.46	2,500.00	-966.54	61.34%
413 Periodicals	491.65	1,400.00	-908.35	35.12%
415 e-content	4,127.02	6,000.00	-1,872.98	68.78%
416 Service & Web Fees	1,891.48	1,610.00	281.48	117.48%
417 Web Host	121.68	120.00	1.68	101.4%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	205.97	300.00	-94.03	68.66%
430 Office/Book/Library supply	6,934.23	6,700.00	234.23	103.5%
431 Telephone	767.03	1,200.00	-432.97	63.92%
432 Telecommunications	2,071.04	1,600.00	471.04	129.44%
433 Postage	305.44	400.00	-94.56	76.36%
434 Publicity / Printing	341.94	500.00	-158.06	68.39%
435 Travel / Meal	1,136.90	2,000.00	-863.10	56.85%
436 Anser/Automation	16,524.76	16,089.23	435.53	102.71%
437 Professional Fees	4,205.00	4,150.00	55.00	101.33%
438 Membership dues	425.00	800.00	-375.00	53.13%
450 Utilities-Electric, Propane	5,130.42	6,000.00	-869.58	85.51%
451 Custodial Supplies	621.30	700.00	-78.70	88.76%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	41,243.45	46,000.00	-4,756.55	89.66%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,399.88	1,400.00	-0.12	99.99%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
475 Annual Election	0.00	1,000.00	-1,000.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	191.59	900.00	-708.41	21.29%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2019 through May 26, 2020

	Jul 1, '19 - May 26, 20	Budget	\$ Over Budget	% of Budget
479 Programming	1,752.12	4,000.00	-2,247.88	43.8%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,785.71	3,130.00	-1,344.29	57.05%
484 Library System Grant	625.00	625.00	0.00	100.0%
485 GRANT STATE SENATE	0.00	2,000.00	-2,000.00	0.0%
492 Pilot	236.89	1,603.41	-1,366.52	14.77%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,219.84	25,288.00	-4,068.16	83.91%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	216.00	330.00	-114.00	65.46%
P9060.800 Health Insurance				
Health Flex Plan	22.00	2,000.00	-1,978.00	1.1%
Health Insurance Buyout	865.56	2,000.00	-1,134.44	43.28%
P9060.800 Health Insurance - Other	17,135.60	28,000.00	-10,864.40	61.2%
Total P9060.800 Health Insurance	18,023.16	32,000.00	-13,976.84	56.32%
Payroll Expenses				
Direct Deposit Fees	202.75	400.00	-197.25	50.69%
P7410.141 Library Director	39,124.80	56,500.00	-17,375.20	69.25%
P7410.143 Library Clerk	22,104.00	31,928.00	-9,824.00	69.23%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	10,091.25	14,352.00	-4,260.75	70.31%
P7410.147 Clerk	10,944.00	15,808.00	-4,864.00	69.23%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	21,171.97	30,180.80	-9,008.83	70.15%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	529.70	676.20	-146.50	78.34%
Payroll Expenses - Other	28,672.00	0.00	28,672.00	100.0%
Total Payroll Expenses	142,287.71	182,277.00	-39,989.29	78.06%
Payroll Taxes				
P9030.800 SS / Med				
FICA	8,859.21	11,357.29	-2,498.08	78.01%
Medical	2,071.92	2,725.72	-653.80	76.01%
Total P9030.800 SS / Med	10,931.13	14,083.01	-3,151.88	77.62%
Total Payroll Taxes	10,931.13	14,083.01	-3,151.88	77.62%
Total Expense	311,268.06	432,792.65	-121,524.59	71.92%
Net Ordinary Income	138,855.36	0.00	138,855.36	100.0%
Net Income	138,855.36	0.00	138,855.36	100.0%

Director's Report
May 27, 2020

We completed inventory at the very end of April. We had about 30 or so items that were moved to "MISSING" because they were not on the shelf and not checked out. This is a large improvement over the last time we completed a full inventory about 4 years ago where we were missing closer to 100, if not more, items. Some of these items may not have been scanned properly and may possibly turn up one day. We actually had an item that has been missing for over 2 years make its way to our book drop last month, so there's still hope!

I've been working on coming up with reopening plans/guidelines to put forward to you all for approval. After a lot of time spent scouring over the RCLS Reopening Guidelines, NYS Reopening Plans, and some other libraries within our system who have been so kind to share their plans, I've decided to do our reopening plan in stages for your approval. This will mean that a special Board meeting will have to take place to approve the next stage to reopening, but quite frankly, there has been so many variables surrounding COVID-19 that I think this is the best approach anyways. What you all have received covers just the first few stages for us - getting staff back in the building at a lesser schedule, setting up social distancing for staff to work safely, establishing curbside services, etc. The next part of the reopening plan will involve allowing public into the building - which is proving to be much more problematic than I had anticipated, and we can discuss that further when we get to that point of the agenda.

I have purchased some face masks and hand sanitizer from Zakarins, and plan to likely purchase infrared thermometer(s) from them as well. We also had some face masks sent to us from our insurance company for no charge!

As I stated in a previous email, for our trustee election this year, we must complete it via absentee ballots to every registered voter in the school district. Our ballots will be sent out with the school district ballots - I expect those will be out this week or early next week, as they have to be returned by June 9th. I'm planning to be at the school that evening as the ballots are counted so I'll know that night who has won the different seats.

Respectfully submitted,
Kelly



FALLSBURG LIBRARY

COVID-19 REOPENING PLAN MAY 28, 2020

BACKGROUND

The COVID-19 pandemic of 2020 resulted in the Fallsburg Library closing the physical building to the public beginning Sunday March 15, 2020. Limited staff have been allowed in the building – and only done so one at a time – to complete essential work and tasks that cannot easily be done remotely. Other staff have been assigned tutorials to hone and build upon skills needed to continue to perform duties at an acceptable level.

Based on the information from Governor Andrew M. Cuomo, the Mid-Hudson Valley Region began reopening phases on May 26, 2020. It is the expectation that Stage One of this plan will begin on or about June 8, 2020, barring unforeseen directives from state or local officials.

PURPOSE

While the Fallsburg Library is eager to begin restoring in-person service to the community, we will manage our reopening in a manner that protects the health and safety of our employees, patrons, and the general public. This document outlines the steps Fallsburg Library will take to reopen our building and services safely.

GENERAL GUIDANCE

1. The health and safety of our employees is our #1 concern. Each of the stages in this plan should be undertaken with extreme attention to proper hand hygiene, implementation of social distancing protocols, and the proper wearing of face masks, until further notice is received by state or local officials.
2. The reopening of Fallsburg Library will not begin until the State of New York begins Phase 2 in the Mid-Hudson Region. (NYS Phase 2 = Reopening Fallsburg Library Stage 1).
3. Each Stage within the Reopening Plan adds services; this means no services should be dropped as we transition to the next stage.
4. If reported COVID-19 cases in the community increase, we may be required to reverse direction and move backwards through the stages.
5. This plan is subject to change based on new information from federal, state, or local officials, or as required by library administration to maintain services to protect the safety of library workers and the public.

GENERAL HEALTH STRATEGIES

1. All library staff must answer a health screening questionnaire at the beginning of each work day, as required by New York State, as well as have their temperature taken. Employees with

temperatures of 100.4 degrees F or above will be sent home and will require a physician's note to return to work. See form labeled 'Fallsburg Library Staff Daily Health Questionnaire.'

2. All library staff must wash their hands frequently for 20 seconds with soap and warm water, or use hand sanitizer that contains minimum 60% alcohol when handwashing is not feasible.
3. All library staff must wear a mask covering their nose and mouth when a distance of 6 feet cannot be maintained between themselves and another individual.
4. Fallsburg Library will provide Personal Protective Equipment (PPE) such as masks and gloves to those who wish to utilize them.
5. All library staff must frequently disinfect their work surfaces and common-use tools and wash or sanitize their hands before and after their shift.
6. At the end of each shift, staff members should wipe down hard surfaces.
7. All library staff must stay home if they are sick or return home if they become ill at work.

STAGE 1: PREPARATION (limited staff, no public)

1. Hours: Monday – Friday, 9am – 3pm
2. Staff will be divided into “teams” of 2 to work together until a stage where full staffing is allowed. This is to try to limit the risk of staff to staff spread of COVID-19. Staff will continue to complete tutorials/tasks as assigned by the Library Director at home to work fully scheduled weekly hours.
3. Verify that technology is working correctly; perform all updates. Contact RCLS IT department if additional support/help is needed.
4. Distribute PPE to staff.
5. Library staff will be trained on proper use of PPE via Niche Academy tutorials.
6. Develop social-distancing practices for staff and library users/redesign staff areas for proper social distancing (6 feet) if necessary.
7. Prepare signage and social media messaging informing patrons that returned items will be quarantined for 7 days before checked in.
8. Designate quarantine place.
9. Items returned via book drop more recently than 7 days in advance of opening day need to be quarantined for a total of 7 days before handling. Date each day's items and set aside so they can be easily retrieved when quarantine period is over. Gloves should be worn whenever handling book drop material.
10. Sort library materials in the RCLS delivery bins based on RCLS Delivery Run – a copy of which is posted on the DVD/Blu Ray shelving unit. Label each box with the run (piece of paper in the box is fine).
11. Items we receive via RCLS deliveries during this stage can be discharged and reshelved. They have only been handled since March by RCLS drivers and other library staff wearing masks and gloves.
12. Social distancing protocols will be in effect for staff breaks.
13. Process new library material per existing library procedures.
14. Design Curbside Delivery program – including DIY crafting projects for families with children.
15. Continue online programming and services.

STAGE 2: PREPARATION CONTINUES/BEGINNING CURBSIDE ESSENTIAL SERVICES (limited staff, no public in building)

1. Hours: Monday – Friday, 9:30am – 4pm.

2. Staff will continue to work in their “teams” of 2.
3. Begin offering essential curbside services such as Fax and Photocopy.
4. Finalize Curbside Delivery program.
5. Review ‘Library by Mail’ program.
6. Prepare signage and/or social media messaging updating community on Library’s progress towards offering curbside services.
7. Continue online programming and services.

STAGE 3: CURBSIDE SERVICES (limited staff, public service outside of the building)

1. Hours: Monday, Wednesday, Friday 9:30am – 4pm. Tuesday, Thursday 11:30am-6pm.
2. Staff will continue to work in their “teams” of 2.
3. Curbside Delivery begins. Patron requests may be received via WorkFlows, Pull Lists, telephone, and email.
4. Library by Mail program available.
5. Checkout newly-returned items to FBRQUARANTINE user record, then place in quarantine. Override any hold messages that may appear during these checkouts. Do NOT Discharge them – that will trigger holds that cannot be given to patrons because of the quarantine period. Checking these items out to FBRQUARANTINE will remove the item from the patron’s record.
6. Discharge only library materials that have been in quarantine for seven days to fill holds or re-shelve.
7. Prepare space to allow patrons access to the building for Stage 4.

Fallsburg Staff Daily Health Questionnaire

Name _____ Date _____ Time _____

1. Do you currently have a fever (100.4 degrees F or higher) or symptoms of respiratory illness such as coughing, sore throat, or shortness of breath?

(circle one) YES NO

2. Have you tested positive for COVID-19 in the past 14 days?

(circle one) YES NO

3. Have you been tested for COVID-19 in the past 14 days and are still awaiting results?

(circle one) YES NO

4. Have you, or a member of your household, had close contact with a person known to have or suspected to have COVID-19 within the past 14 days?

(circle one) YES NO

Signature _____

Submit this form to the Library Director or place in the bin on the Library Director's door. All information will be kept confidential.

Employees who present with COVID-19 symptoms will be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, the employee may only return after completing a 14-day quarantine.

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine.

Employees tested for COVID-19 may not return to work until a negative test result is received – or a 14-day quarantine has been completed if tested positive.

Employees are expected to inform the Library Director within a reasonable time frame of being tested for COVID-19 (within 24 hours of being tested).