

Florida Public Library Board of Trustee Meeting

Monday, May 4, 2020 via BlueJeans

Attendance: Cecelia Lillard (CL), Ron Kamrowski (RK), Laura Fernandez (LF), Kevin Lundell (KL), Nancy Scott (NS), Stella Kosior (SK), Diane Arcieri (DA), Madelyn Folino (MF), Jen Park and Meg Sgombick (via 845-258-8338)

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CL: 7:30 p.m. calling the meeting to order. I would like a motion and someone to second to approve the minutes of the March 9, 2020 regular monthly meeting as printed or corrected.

DA: So, moved.

CL: Who seconded?

LF: Laura.

CL: OK.

RK: Who moved and seconded?

CL: Diane and Laura.

RK: Diane moved.

CL: Diane moved and Laura seconded.

RK: Laura, OK, thank you.

CL: OK, I'll just repeat them afterwards, OK.

RK: Yeah.

CL: OK, any comments or questions about the minutes? Of the March meeting?

DA: No, didn't have any.

CL: All in favor?

CL: Aye.

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Any opposed?

CL: I would like a motion and someone to second to approve the minutes of the Special Meeting of March 21, 2020 as printed or corrected.

CL: I'll move.

KL: I'll second.

CL: Ron that was me and Kevin. Is that good?

RK: Yes.

CL: Any questions or comments about the March 21 Special Meeting?

DA: No.

Inaudible sounds.

CL: All in favor?

CL: Aye.

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Any opposed? Great.

CL: Announcement and comments from the public. Did any public join in? OK.

CL: Treasurer's Report.

RK: Cecelia, can I ask a question?

CL: Yes.

RK: When I originally came on, I saw Stella's name up here. Is she in the meeting or not?

CL: Yes, she is the black screen.

SK: Yes, I am.

RK: OK, because you disappeared from my screen.

SK: Yes, I certainly am.

RK: Thank you.

SK: You're welcome.

RK: OK, there you are.

Inaudible sounds.

CL: OK, I would like a motion and someone to second to accept the financial reports for March as printed or corrected.

SK: I, so moved.

CL: Was that Stella?

SK: Stella.

LF: I'll second, Laura.

CL: So, Stella made the motion and Laura seconded. Any questions or comments about the March financial reports?

KL: I have a question.

CL: OK.

KL: Did anybody ever reach out to Pitso Mafata?

MF: Yes.

KL: I remember there was a conversation about reaching out to him and just making sure he was aware of how much money he had donated.

MF: Yes, Annette actually dropped of some groceries to him and she was in touch with him.

Inaudible sounds.

CL: What was that?

CL: OK. Any comments about the March financial reports?

DA: No.

LF: No.

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

CL: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Any opposed?

CL: I would like a motion and someone to second to accept the financial report for April as printed or corrected.

RK: So moved.

CL: Ron?

RK: I'll move.

CL: I'll second.

Inaudible sounds.

DA: Who seconded?

CL: I seconded, yes, Cecelia.

MF: Who moved?

CL: Ron, right?

RK: Yes.

CL: Maybe we should say our first name.

LF: Good idea.

CL: Anyone have any questions about the April report?

CL: OK. No questions? OK.

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

CL: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Any opposed?

CL: OK.

CL: I would like a motion and someone to second to approve the Warrant Schedule for April as printed or corrected.

LF: I'll move, Laura.

NS: I'll second, Nancy.

CL: Thank you. Madelyn, what's the check for The Hartford about?

MF: Who?

CL: The Hartford, the top one.

MF: On the April warrant?

CL: Yes, it says 4/6. The Hartford \$1,919.

MF: That's for workers comp. insurance.

CL: OK, any other questions?

MF: Cecelia just to point out that is in the May warrant not the April warrant.

CL: I'm sorry. I pulled out the wrong one.

CL: OK.

DA: I have a question. Who is Marcia Johnson? This is April. Who is Marcia Johnson? What is that for \$325?

MF: Marcia Johnson is Marcia the Moose. She was going to be our children's entertainment for our election day on April 16th.

DA: OK.

CL: Any other questions?

NS: Kevin left the meeting.

DA: No, he's there.

NS: Where? I don't see him.

KL: I'm back.

NS: You're back?

KL: My whole computer froze. Not sure what happened. At least you missed me. Thank you.

CL: Any other questions? OK. All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

CL: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Any opposed? OK.

CL: I would like a motion and someone to second to approve the Warrant Schedule for May as printed or corrected. I'll move, Cecelia.

RK and SK: I'll second.

SK: Never mind Ron, go ahead.

RK: OK, I'll second.

CL: OK, thank you. Any other questions beside mine?

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

CL: I would like a motion and someone to second to accept the Director's Report as printed or corrected.

LF: I'll move.

DA: Who was that?

LF: Laura.

DA: OK.

CL: Who seconded?

DA: I'll second.

CL: OK.

CL: I have a question, Madelyn.

DA: I'm going to mute my phone.

CL: Madelyn, you talk about the grant for the Poetry Café.

MF: Right.

CL: And you want to apply that to July if you get it.

MF: Well, if we are open.

CL: OK, that was my question.

MF: Yes.

CL: Otherwise it will just get moved to the next one?

MF: Well, we don't know. Their fiscal year is the same as ours. We don't know what their financial situation is.

CL: OK.

NS: Madelyn, this is Nancy, what's the Niche Academy?

MF: Niche Academy is a series of courses that RCLS has set up. Some have been created right by RCLS personnel and some have been provided by things they found online and some of them are only a few minutes and some are maybe an hour or more long. They are little trainings on how to do certain circulation functions or interlibrary loan. There is one, for instance, that teaches staff some rudimentary Spanish for working at the circulation desk. There is a range of things and once they complete it, then they get a certificate that says they have.

DA: Just so you know! If you want to take the sexual harassment training, we can take it on Niche Academy or we can go through the Department of Labor.

CL: And are these hours that Barron listed in the staff activity?

MF: Right?

CL: I didn't know if they were events or hours? That is my question.

DA: Where are you looking Cecelia?

MF: Yeah?

CL: On the Program Report Barron put together, the last page.

DA: Oh, we are still in the Director's Report.

CL: It's part of the Director's Report.

NS: Staff activity during closure, right?

MF: Are you looking at the top one? 13?

CL: Well, yes, except for the three that say numbers of books, number of audiobooks and number of movies. The top of them aren't clear whether it is hours or individual items. I don't know what I'm looking at.

MF: I don't know either.

MF: OK are you looking at the very last page?

NS: Right.

CL: Yes.

MF: OK.

NS: Is it Niche Academy classes?

CL: 13 classes or 13 hours of classes?

MF: No, because the Niche Academy courses all vary.

CL: No, I know that. I want to know if it is 13 courses or 13 hours?

MF: 13 courses, it says classes. Classes attended.

CL: That is what I wanted to know.

KL: Hey, Madelyn.

MF: Yeah.

KL: How much is the ALA Grant for?

MF: Not very much Kevin, my memory is maybe 400 bucks. Maria and Barron had planned to have some kind of a coding camp during the spring school break. We always do some kind of activity. And this would be something that younger kids would attend with their parents and older kids would attend on their own for, I think, Monday through Thursday of that week.

KL: Got it.

MF: But since we were closed, we weren't able to do it. I don't know for sure but I suspect it is like the coding grant we got last year where the money was provided by Google, so we will have to wait to hear from ALA to know what the funding situation is since we have been awarded it on paper and whether they'll honor that sometime in the future.

KL: Thank you.

CL: Any other questions?

CL: OK, all in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

CL: OK.

CL: Communications. Grace Riario – thank you note for Advocacy Day. Are we reading that?

MF: Sure. Dear Madelyn, We were able to pack Senators' and Assembly members' offices in Albany with library champions this year due to your generous donation and support. Advocacy Day is when all of us beloved librarians get to be proud and loud about asking our legislators for their help. Your contribution made it possible for all of us to be together and speak up as one voice. Thank you, Grace Riario.

MF: And this is because we originally thought more people were going to go on the bus, but it turned out ultimately that only Barron did, so RCLS asked if we wanted our \$25 back and I told them to keep it as a donation for Advocacy Day.

CL: OK, thank you.

CL: Alright, Committee Reports.

CL: Trustee Kosior, any report for the Finance Committee?

SK: No report.

CL: OK, Trustee Lundell any report for the Personnel Committee?

KL: Business as usual, not really, but you know what I'm saying.

CL: As usual now, yes.

C: Trustee Arcieri, any report for Nominating?

DA: No, nothing, thank you.

CL: And Trustee Fernandez any House Report?

LF: No, no report, thank you.

CL: Unfinished Business. Long Range Plan. Trustee Arcieri you have no report, correct?

DA: No, but I did speak with Meg several weeks ago before this all started. My feeling is that once we get some idea as to where we are going in the next months, we will look at resuming the gathering of information. Well, we already



gathered it and Madelyn has been working on putting the goals and objectives together. We were going, just as an aside, we were going to have a training portion at the staff meeting, obviously that never happened. So, we will see what we will do going forward depending upon what the world looks like.

CL: Right, it may be very different. OK, thank you.

CL: New Business. Donations. \$100 from Pitso Mafata. \$20 from Jeanne Uszenski in memory of Marion Sicina and \$10 from the yard sale. I'd like a motion and someone to second to accept \$130, thank the donors and credit this amount to the donations line (4050) of the budget.

DA and KL: Moved.

DA: Go ahead, Kevin.

CL: Kevin moved.

DA: Second.

CL: Kevin and Diane.

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

CL: Targeted Donations-\$275 Bethel Woods Museum Pass. I'd like a motion and someone to second to accept \$275 from the Friends of the Florida Public Library, to credit this amount to Targeted Donations (4060) and Adult Programs (5241) lines of the budget.

LF: I'll move, Laura.

CF: I'll second, Cecelia.

CL: OK, all in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

Inaudible sounds.

CL: OK, I'd like a motion and someone to second to accept \$740.92 from the Orange County Library Association for the second payment of Orange County funds for 2019, to thank Legislator Paul Ruskiewicz and to credit this amount to the Grants/Aid (4080) line of the budget.

CL: I'll move.

RK: Second.

DA: Was that Ron?

RK: Yes.

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

CL: Annual Budget Vote and Trustee Election. Madelyn, this is incomplete? So, we are going to discuss this then make the motion and a second.

MF: I sent you an email with the information from the executive order that the mayor (governor) sent out on Friday.

KL: Madelyn, while you read this could you mute everyone.

MF: OK, should I start again? So, the governor sent out a new executive order on Friday which was the first indication, real dates and information about how schools were to proceed with having the vote and because we are a school district public library that affects us as well. So, there are certain things that we know. All school budget votes are going to be on June 9 in NY state. All voting will take place by absentee ballot. The requirement for legal notices has been changed from the usual four to two and for candidates for school boards all they have to do is declare their intent to run by May 11 by filling out a form. Now, that last part of it does not seem to affect us because we already completed our trustee petition process by March 20. I think we are set on that aspect. Now, a new guidance came out from RCLS today urging us to have our votes with the school, on the school ballot, for the sake of efficiency. And that would be my recommendation that we do that because, you can see, did everyone see my email?

RK: Yes.

MF: OK, so this is how we used to do it, but we did establish our independence so what we would be talking about is just doing this for this year and next year we would go back to holding our election on our own. But, because of the cost

associated with running our own election, the legal notices, we already paid for legal notices for the election we cancelled, we would have to redo those. I had Martha look into some cost for the triple envelopes for absentee ballots and that would be over \$3,000. So already we are looking at \$6500. If we did decide to have an election on our own, we would have to have an attorney's input also and that would be another cost. Given the conservative tax levy we were putting up it would cost about 50% of that amount to run the election and as you know, our turnout last year was 130 so I don't think that is a good use of our money. So, going with the school on June 9 seems like the best alternative. I spoke to Superintendent Jehring and her team this afternoon. They were actually finalizing the first legal notice because they had to get it in the weekly newspapers, the same ones we use, the *Warwick Valley Dispatch* and the *Goshen Independent* and so they were very pressed for time, but because the standard language in their legal notice says "and other propositions as may be needed or necessary," something like that, she felt that covered our propositions. They have three proposition and we would be adding two to it. And when they do the next legal notice, the second one, our two propositions would be spelled out. So, if we go ahead and do this, on June 9 when Florida voters go to the school, well no, they are not going to the school, everyone is going to have absentee ballots, someone is going to be at the school to open that night. So, you would receive, as a voter, a ballot that would have all five propositions on it. We would not be paying for the printing, or the ballots or the legal notices. So of course, that would be saving us money.

NS: So, what are our two propositions? The budget and?

MF: And trustees.

NS: Oh, and trustees.

MF: And the election of two trustees.

NS: OK.

MF: So, in the guidance that came from RCLS today they are saying very definitely, even if we decided not to put up a budget, we still would have to have a trustee election.

CL: So that would still be the \$6500 to mail it out or would that just be one proposition on the school budget?

MF: OK, I'm saying \$6500 would be what it would cost us to do our own election by ourselves.

CL: I know and I'm asking can we just do the proposition for the trustees on the school budget?

MF: We could, but I don't think there is any point in not have the budget.

CL: No, I don't think so either. It was just a question.

MF: Yeah, yeah. They're waiting, I'm going to call Jan tonight with your decision and let them know.

CL: What do you guys think?

KL: Madelyn, will you oversee the verbiage that goes out on these ballots to make sure that our propositions and who we represent and the budget, etc., all those details are finalized before we to print?

MF: Well, what I will give them is the exact language that you approved back in January for those two propositions. So, I think Helen Arena at the school would be in charge of that so I would be planning on emailing her an attachment of the legal notice. So certainly, I can go over it with her on the phone and make sure it is exactly as we want.

KL: And another question, can you just appoint the trustees and just have the budget go to vote?

MF: Say again.

KL: Can we appoint the trustees and just have the budget go to vote?

MF: I think...I don't know. Jerry Nichols who was the author of the *Handbook for Library Trustees*, he says, he's very firm about this is NY State law that every library has to have an annual trustee election. There was some discussion of another library consulting an attorney and saying well, you could just not have the election and in July appoint the trustees. But, of course, in our case what would result was that next year we would have five out seven of you running on the same ballot. I don't think that is advisable.

KL: Good point.

MF: As it is you are staggered over the course of years.

NS: Grace's email indicated that if you didn't do the budget you still have to do the trustees.

MF: Right.

MF: OK.

CL: So how does everyone feel about rolling our budget vote back into the school budget vote and doing one ballot to be mailed out?

KL: I feel that with there being such a small number of things that people are going to be voting on that our piece is not going to get lost in this ballot that is going out. I hope that the school keeps it very simple, a few bullet points, a little bit of description and who and what. I feel like it is really our only best option right now. I mean we are talking about high dollar amounts right now to just be literally giving to the post office. I have no idea what's going to happen with our school taxes, property taxes and state taxes going forward. I don't want to add one more of bills with our tax levy and that amount of \$13,600 being cut out of next year's budget. So, my vote is to put it on the school budget on June 9<sup>th</sup> and let it roll that way.

CL: I agree. Anyone else?

DA: I agree also.

LF: I agree, well put Kevin.

NS: I don't think we have a choice. It is really foolish to spend the money to do it separately.

KL: I mean I'm already hearing from the school that they're cutting positions. They've given, I know one elementary school position got cut. They are giving incentives for early retirement. I know two people from the elementary school are going. Cuomo is talking about cutting school aid by 50% next year. I mean this is a scary time.

DA: And monies that we might have gotten from the legislators will probably be cut drastically, if we get any.

CL: Did we lose Stella?

DA: She is muted.

SK: I'm right here. I'm listening to everything you said. Thank you, I just muted you.

CL: Your little box disappeared when you muted.

SK: I'm here.

CL: Thank you. So, Madelyn, how does this read? A motion by blank seconded by blank to?

MF: hold the library's annual budget vote and trustee election on the school, on the FUFSD ballot on June 9, 2020. I think that will do it.

Inaudible sounds.

CL: OK, did you get that Ron?

RK: Pretty much, yes.

CL: OK, can I have a motion and someone to second to hold the library's annual budget vote and trustee election on the Florida Union Free School District ballot on June 9, 2020.

KL: I have one more question, sorry.

CL: OK.

KL: So, Madelyn, we have confirmation from the school that the school will be following their guidelines that they have to go through with their budget to allow this to happen?

MF: There is no, to have us on their ballot?

KL: Correct.

MF: That's the law, they have to, that has always been the case. That's what we used to do until 2009 when we started holding our own election.

KL: Got it.

CL: OK, can I have a motion?

NS: I'll make a motion.

CL: Thank you, Nancy.

LF: I'll second, Laura.

CL: Who seconded?

LF: Laura.

CL: Laura, seconded.

CL Thank you, Nancy and Laura.

CL: All in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: Any opposed?

CL: OK, Items for Future Agendas. Re-opening date and procedure. Budget for 2020-2021, Trustee terms,

MF: No, trustee terms, we can get rid of that.

CL: OK, virtual programming, policy updates, delayed benefit days for staff due to closure, long range plan, architect visit. We should probably make that plural, we'll see Paul first.

CL: OK, any other comments or questions?

CL: OK. I would like a motion and someone to second to adjourn at 8:08 p.m. I move, Cecelia.

KL: Wait, there's a question.

DA: Is it something we want to look at, at personnel and finance committee meeting at some point? I'm just throwing it out.

CL: No, I know, I'm thinking it makes more sense to see what happens with the budget vote because that is on here, Budget for 2020-2021. So that is going to reflect the changes, Madelyn, is that correct?

MF: Yeah, we have to see what happens with the budget on the ballot and there would be no need to change the budget unless you wanted to change something as we would normally change a budget moving monies from one place to another.

NS: Has RCLS made any comments on when they think about reopening or are they just going to follow the school right now?

MF: According to the governor's press briefing today, he listed, he had four categories of businesses, and the first was construction business could open right away and this is provided he lifts, after May 15<sup>th</sup>, the NY PAUSE. I think the second was retail, third was restaurants and the fourth was cultural arts & entertainment and education so I am 99% sure we would fall into that fourth category. So, we really don't know and that's dependent on the four benchmarks he set out about how many cases, hospitalizations and all that. And further it depends on what part of the state you are in. We are in the Mid-Hudson block that they have carved out and that included Rockland and Westchester. So, you know I think that is going to make it maybe later than our neighbors to the north. So, there is a lot we just don't know.

NS: OK.

CL: OK, so we can discuss the budget more on a future agenda as we know more. OK.

MF: Oh, Cecelia there was one more thing. I'm sorry.

CL: That's OK.

MF: OK, because the budget vote would then be on June 9<sup>th</sup> a Tuesday, I just wondering if we would want to push our June meeting from June 8<sup>th</sup>, the Monday, to the following Monday, June 15<sup>th</sup>?

CL: So, we can discuss what happened?

MF: Right.

CL: That makes sense to me.

KL: Is there going to be somebody from the library that would help with the tallying of the votes? Or is that handled by an election committee through Orange County?

MF: I am assuming that it would be the usual process. The school hires election inspectors just as we do.

KL: OK. You don't need to be at the school to represent?

MF: Oh, I would probably go that evening, yeah.

NS: I thought our meeting would be the first?

MF: Oh, I'm sorry. Yes, you're right, Nancy. I'm looking at the Friends' meeting. OK, so that would be moving our June meeting from June 1<sup>st</sup> to June 15<sup>th</sup>.

DA: I have an RCLS board meeting that night.

RK: What is the reason for moving it?

MF: So, we can actually address any change that we might need to make following the June 9<sup>th</sup> election.

CL: Yeah, if the budget gets defeated.

RK: OK.

NS: Can we call a special meeting if it is a problem?

KL: I was just going to say that.

MF: We could do that, too. We could stick to June 1<sup>st</sup> and then call a special meeting after June 9<sup>th</sup>.

NS: Right, if there's a problem.

CL: Diane, can you make the first?

DA: Say that again.

CL: Can you make it June 1<sup>st</sup>?

DA: Yeah, June 1<sup>st</sup> I can make it.

Inaudible sounds.

KL: OK, then how will I find out if I've been elected? You guys going to send (the rest is inaudible)

MF: Well, if you go to the school on Tuesday, June 9<sup>th</sup> when they are counting votes, at some point they are going to announce the results of the election and if you are not a night owl we could call you or come down and knock on your door or?

KL: Can I have the fire department come by and blow the horns?

MF: We'll see.

MF: We can paint something on your front door, you know.

DA: For you and Nancy, banners.

NS: Yes.

KL: Put mine at Nancy's house and I'll take Nancy's at my house.

NS: OK.

CL: OK, anything else?

MF: We had a motion but not a second, I think.

NS: We have to change the time.

CL: Yes, now it is 8:15 p.m. Can I get a second?

KL: Second.

CL: Was that Kevin?

NS: Yes.

CL: Excellent, all in favor?

DA: Aye.

LF: Aye.

RK: Aye.

SK: Aye.

KL: Aye.

NS: Aye.

CL: Aye.

CL: OK, thank you all for your patience.