

OLIVE FREE LIBRARY  
Board of Trustees Meeting  
May 20, 2020

In attendance:

Via Zoom conference: Chrissy Lawlor, Rebecca Balzac, Klaus Buchele, Kimberly Daley, Nathalie Andrews, Tom Hammang, David Edinger, Donna Elberg, Lisa Klein, and Susan York.

The meeting was called to order at 6:02 pm by President Rebecca Balzac

Approval of minutes:

Minutes from April reviewed. Nathalie makes a motion to approve minutes, Tom seconds. All in favor. Motion approved.

Issues to vote on:

=> Approval of bills: Kim surveyed warrants for May. Total warrants for May are \$2,344.41 Nathalie makes a motion to approve warrants list, Donna seconds. All in favor. Motion approved.

=> Prepayment list of bills: The total for one month (mid May/mid June) is \$1,018.02. Motion to accept prepayment list made by Nathalie, seconded by Susan. All in favor. Motion approved.

=> Donations received: \$79.75 received in April. Rebecca recommends we approve donations. All in favor. Motion approved.

=> Extension of Rebecca's term as board president: The duration of Rebecca's time as board president is expiring this month. After talking with Chrissy and David, Rebecca thinks we should wait due to all the changes happening (COVID-19, new bookkeeper, etc). Rebecca can stay on until the August meeting. David makes a motion to extend term, Nathalie seconds. All in favor. Motion approved.

Committee Reports:

=> Exhibition committee: Nathalie updates that the group met last week via Zoom conference. The committee is hopeful they can have the next exhibition scheduled to open July 25th. If not, the exhibition will be moved to September.

Director's Report:

=> Chrissy updates on status of library closure. The Albany region is starting Phase 1 opening, and hence, some libraries will be allowed to open with 50% staff working and curbside pick up. Association Libraries may or may not be part of this Phase 1 opening, however. MHLS is still trying to sort out which **type** of libraries can open. Chrissy is working on gathering all requirements for a soft opening like cleaning supplies and staff training. Rebecca asked about patrons and employees who are hard of hearing and what to do about face coverings. Chrissy is looking into what can be done for those people. Maybe plastic face shields. Susan suggests having something to write on in lieu of talking.

=> Chrissy updates on supplies ordered. She has ordered disposable gloves, fabric face coverings, and disposable face masks. Nathalie and Kim comment about having signs outside

letting people know they need to wear a face covering to enter the building. Rebecca and Nathalie ask about 'sneeze guards' along the circulation desk. Chrissy will look into it.

=> Chrissy updates on UCLA (Ulster County Library Association) meeting. They propose that MHLS should keep the local library service aid which will allow them to keep their staff. This is state money that is not guaranteed of which OFL usually receives \$1,200. We do not budget for this grant because it is not known year to year if we'll receive it. So, not getting the \$1,200 this year will not effect our budget. Separately, most libraries in UCLA have signed up for a collaborative Summer Reading Program. June 29th is the start date and will kick off with a virtual event.

=> Chrissy updates on the singing group which has been expanded to Phoenicia Library patrons. Participants attend via Zoom.

=> Nathalie updates on a PPP (Payroll Protection Program) seminar she listened to. The meeting was informative about how to properly spend the loan monies and how to make sure the loan can be forgiven.

#### Treasurer's Report:

=> Nathalie updates on new bookkeeper. The new person, Sara Allexander, has been very helpful with the transition. The migration of the payroll system has been difficult but is proceeding. Having control of the payroll would be a good thing, Nathalie comments.

=> David asks about making budget modifications if line items are under or over a certain amount. Rebecca says we should to wait until the new bookkeeper takes over and adjusts the accounting which may rectify the budget issues. Also, the finance committee should meet to look at the budget and present any issues for the September meeting.

Motion to Adjourn made by David, seconded by Nathalie. Meeting adjourned at 7:06 pm.



