

Minutes of the Meeting of the Board of Trustees of the Scarsdale Public Library
March 8, 2021, Via Zoom Conference

A meeting of the Board of Trustees of the Scarsdale Public Library was held on March 8, 2021 via ZOOM conference as per executive order of the NYS Governor's office, responding to COVID-19 social distancing regulations.

The following participants were in attendance: Margot Milberg, President; Felicia Block, VP; Gary Katz, Financial Officer; Laura Liu, Secretary; Alan Bey, Trustee; Elyse Klayman, Trustee; Deb Morel, Trustee; Svati Shashank, Trustee; Jordan Copeland, Trustee; Beth Bermel, Library Director; Shira Ronis Barkoe, Asst. Director; Rochelle Waldman, Village Trustee Liaison; Michelle Lichtenberg, FOSL.

The meeting was called to order at 7:33pm.

Approval of Minutes of the February 8, 2021 Meeting: Motion was made by Svati Shashank and seconded by Alan Bey to approve the February meeting minutes, which were unanimously approved.

Friends of the Scarsdale Library Report: Michelle reported that the FOSL Fundraiser Committee and the Planting Event Committee have been busy planning the spring event. They are happy to offer the gift of the ceramic flower at \$500 each. If all the flowers are sold, the \$50K raised from this one campaign will be on par with what the FOSL raises in a typical year. The planting event is scheduled on or around May 15. The programs are still in development, with a wide range of ideas being proposed, including an ice cream truck, food for purchase, motorized boats in the pond, furry friends from Weinberg Nature Center, Bollywood dance, etc. The Event Committee plans to do social media promotions with pictures from the art show, and suggests doing a tie-in with elementary school carnivals. Shira added that the Event Committee is hoping that we can close the traffic to make this a block party. The number of participants currently planned for is 100. The committee is working out registration details. Shira is the contact for the Library and Svati is the Library Board representative.

Director's Report: In addition to her written report, Beth reported that she is still waiting for the quote to repair the squirrel damage in the Children's Room. Beth is refusing to pay the bill for the wildlife specialist that failed to remove the squirrel.

President's Report: Margot reported that Rochelle has been working hard with us to identify candidates for the Library Board. The new members will be appointed in April and officially join the Board at the May meeting.

Margot and Felicia have been working on reopening plans together with the staff reopening committee, who have worked diligently to push the project forward amid the uncertainties. Margot is also marketing the Apiary Cafe to SHS students as an additional lunch option. Margot also encouraged Board members to keep promoting the cafe on social media.

Building Committee Update: Margot and Beth reported on the remaining punch list items. Major items include the HVAC, the automatic door, audio-visual equipment, signage and landscaping. The good news is that none of these items will hold up the reopening plans. Also, none of these items requires additional taxpayer funds to cover overages. They will all be covered by the capital funds. Margot will share with the Board after the meeting the Building Committee's memo with more details about these items, including financial estimates.

The Building Committee has sent an RFP to landscape architects inviting them to submit proposals for the outdoor space.

Nominating Committee Proposal of 2021-2022 Officers—ACTION ITEM

The slate put forward is: Felicia Block as President, Gary Katz as Vice President, Svati Shashank as Secretary; and Laura Liu as Financial Officer. A motion was made by Deb Morel and seconded by Elyse Klayman to approve the proposed 2021-2022 officer slate. The motion was approved unanimously.

Library Board meeting dates for 2021-2022—ACTION ITEM

A motion was made by Felicia Block and seconded by Gary Katz to approve the proposed 2021-2022 Library Board meeting dates. The motion was approved unanimously.

Gift Policy—ACTION ITEM

A motion was made by Svati Shashank and seconded by Alan Bey to approve the Gift Policy. The motion was approved unanimously.

Acceptance of gift of 100 ceramic flowers from the FOSL--ACTION ITEM

A motion was made by Deb Morel and seconded by Gary Katz to approve the acceptance of the gift of 100 ceramic flowers from the FOSL. The motion was approved unanimously.

Pandemic Preparedness Plan—ACTION ITEM

A motion was made by Jordan Copeland and seconded by Felicia Block to approve the Pandemic Preparedness Plan. The motion was approved unanimously.

COVID Re-Opening Plan—ACTION ITEM

Beth clarified that this is the internal document for the staff and the Board. A shorter document with relevant information for the public will be worked out, posted on the website, and distributed through email blasts and social media. Beth thanked the Re-Opening Committee for their excellent work. It has been a very comprehensive and collaborative process. The Committee referenced many other libraries' practices. This document has already been circulated to the whole staff. We are waiting for CSEA approval as the last step before executing the plan.

Beth is hiring two part-time health screeners for the front entrance. The Health Department will be responsible for contact tracing in the community.

A motion was made by Jordan Copeland and seconded by Svati Shashank to approve the COVID Re-Opening Plan with edits and suggestions from the Board, and with the understanding that this policy will be reviewed and revised as the situation evolves. The motion was approved unanimously.

Communications Committee Report: Felicia reported that the videos have been completed. They will be released as part of the re-opening communications plan. Shira and Teya have been doing a great job on social media and staying in touch with the Scarsdale Inquirer to execute the communications plan.

Trustee Institute Training Workshop Report: All Board members who attended the WLS Trustee Institute workshop titled "Roles & Responsibilities of Library Boards & Directors" by Jerry Nichols on March 3 gave the session high marks. Jerry is a national expert on library functions and state regulations. The session was very informative with a lot of reference information if anyone would like to dig deeper.

Appreciation for Trustee Waldman: This is Rochelle's last meeting with the Library Board. Her term will end on March 31, upon which the Mayor will appoint a new trustee liaison. Margot and other Board members thanked Rochelle for her support and for a productive and collaborative year. Rochelle thanked the Library Board for its excellent work and expressed her well wishes for a wonderful reopening of the Library.

Margot adjourned the meeting at 8:49pm.