

**PITTSFORD COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
MAY 13, 2020**

**PRESENT**

Tracy Castleberry, Farrah Ritter, Chris Hall, Michael Labombarda, Paul Seidel, Mary Doyle, Radhika Ramesh

**ALSO PRESENT**

Joy Brown, Kate Prociuous, Pam Burch, Ethan Minnella, Amanda Madigan, Kate Bohne Munzinger

**PUBLIC COMMENT**

No public attendees

Board President Tracy Castleberry discussed procedures for the web meeting and called to order at 7:01 PM.

**ABSTRACT**

**Chris Hall moved to approve the Library Voucher Detail Report totaling \$ 1,044.65. Radhika Ramesh seconded the motion approving the report for submission to Town Board. Motion carried.**

**MINUTES**

**Mary Doyle motioned for approval of the March 11, 2020 Board of Trustee Minutes. Michael Labombarda seconded and the motion was approved.**

**HIGH SCHOOL LIAISON REPORT**

- Ethan Minnella reported on learning activities during the school closure. Web classes, assignments communicated through teacher websites, and online exams are implemented until further notice.

**TOWN LIAISON REPORT**

- Kate Bohne Munzinger discussed the successful face mask distribution event for Pittsford residents. Additional masks have been provided to Pittsford Food Cupboard and the Chamber of Commerce.
- Highway, Parks, and Sewer operations continue with crews observing distancing and hygiene protocols.
- Planning for the town's phased in reopening is in process. The earliest possible date for reopening Town Hall is June 8<sup>th</sup>.

**FRIENDS LIAISON REPORT**

- Pam Burch reported that the Friends are anticipating high volume donations and discussing procedures in preparation for reopening.

## LIBRARY DIRECTOR REPORT

- Amanda Madigan thanked the Trustees for reviewing and signing the April 7, 2020 abstract.
- **Mary Doyle moved to approve the disposition of chairs, fixed assets numbered 015331, 015332, 015333, 015334, 015335, 015382, 015386, 015387, 015388, 015389, 015390, 015391, 015392, 015395, 015396, 015397, 015427, 015428, 015429, 015431, 015433, 015434, 015435, 015437, 015438, 015440, 015453, 015454, 015456, 015457, 015460, 015461, 015462, 015463, 015465, 015466, 015467, table number 015854 and wall board 015895 per request dated April 7, 2020. Radhika Ramesh seconded the motion which was approved.**
- **Farrah Ritter motioned for shelving items numbered 003082, 003094, 003095, and 015835 to be removed from the fixed asset inventory. Michael Labombarda seconded the motion which was carried.**
- Closure updates were announced. Currently ten staff members are working remotely with access scheduled for library visits when needed.
- The library's home page on the town website now has 'YOUR LIBRARY AT HOME' with current resource updates. Links are available for expanded digital resources. A virtual reference desk as well as virtual program offerings for all ages are available to patrons.
- Facebook, Instagram and the weekly eNews have all been expanded to support the patron online experience during the closure. Facebook impressions alone have approached 87,000 since March.
- The town assigned two building maintenance staff to coordinate projects during the closure. Painting, carpet installation, as well as the extensive cleaning and disinfecting according to coronavirus guidelines have been completed during the closure.
- The parking lot is also scheduled for repair, sealing and fresh striping.
- The 2020 American Library Association Conference and Exhibition scheduled for June was canceled. Town Finance Director Greg Duane will be consulted regarding proper handling of registration refunds.
- Plans to phase in and reopen the library have been drafted in collaboration with Monroe County Library System. The plans include offering phone service for librarian assistance as well as curbside services. Item returns need to be coordinated with member libraries because of shared delivery services. Upon opening, a quarantine period will be implemented. Libraries are also maintaining communications with vendors to handle open orders and prepare for deliveries.

Board President Tracy Castleberry expressed gratitude on behalf of the Board of Trustees for the thoughtful and dedicated work of the library staff during this unprecedented and challenging time. The message will be shared with patrons and staff in next week's Library eNews.

## **NEW BUSINESS**

- Amanda Madigan distributed the 2019 Library Budget for review and discussion.
- The Status Report of the 2020 Town of Pittsford Budget was discussed.
- Director and Trustee Goals for 2020 are on target.
- **The 2021 Library Holiday Schedule was presented. Tracy Castleberry moved to approve the schedule and Chris Hall seconded. The motion carried.**
- **Amanda presented the Friends Wish List & Special Projects Request for June 2020 – May 2021. Paul Seidel motioned that the request be approved and Mary Doyle seconded the motion which carried.**
- A draft of the 2021 Library Town Budget was distributed and discussed.

Library Board President Tracy Castleberry called for dismissal at 8:20 pm.

Respectfully Submitted,  
Lori O'Connor  
Library Clerk

**OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY**