

**Minutes of the Meeting of the Board of Trustees of the Scarsdale Public Library
November 9, 2020, Via Zoom Conference**

A meeting of the Board of Trustees of the Scarsdale Public Library was held on November 9, 2020 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; Mona Longman, FOSL.

The meeting was called to order at 7:37pm.

Approval of Minutes of the October 19 Meeting: No changes were made. Motion was made by Alan Bey and seconded by Gary Katz to approve the October meeting minutes, which were unanimously approved.

Friends of the Scarsdale Library Report: Mona reported that the annual FOSL fundraising letters were being finalized, including the specifics of the new tiered membership. The targeted mailing date is December 1st.

Director's Report: In addition to her written report, Beth reported on the successful move from the Loft to 54 Olmsted. The Village staff had moved over the bulk of the books and would soon complete the entire move. Beth's team were working on properly vacating and shuttering the Loft space, including putting up a sign to redirect patrons to 54 Olmsted. The staff expressed appreciation for all the Board and FOSL volunteers who helped with packing. Board members were also encouraged to help with unpacking after the move. Due to liability issues dictated by the Village's insurance policy, only Board members could volunteer.

President's Report: Margot, Felicia and Laura had met with the organizers of the upcoming Chinese Youth Art Show. This would be the fourth year of the show, which started during the Capital Campaign and has consistently raised funds for the Library each year through art auction and donations. Due to the pandemic, the show will be held online through a virtual gallery app. The organizers were researching options for the best user experience. The tentative date for the show is the weekend after Martin Luther King Day. The next planning meeting is scheduled for December 14th.

Building Committee Report: Beth reported that the contractors had resolved several issues related to the elevator and plumbing. They are currently working on the automatic entrance door in the front and the automatic flush in the main bathrooms. The lighting consultant was in the building to implement dimmers, occupancy sensors and computer controls of the lighting system. Gary added that during the tours, visitors gave many compliments on the lighting design.

One of the HVAC units is not operating properly, and the HVAC contractor ABM determined that the problem was faulty dampers. The parts have been ordered, and there is a workaround in the meantime.

Café Committee Report: The final Café Agreement with Apiary has been approved by the Village attorney. Apiary will start to bring in equipment and plan out the menu for the opening. Both the Library and Apiary will promote the opening on their websites, Facebook and other social media.

Library Opening Committee Report: Margot reported that the Committee had picked December 2nd as the tentative date for the socially distanced opening ceremony. There will be a ceremonial ribbon cutting and refreshments from Apiary. She is checking with Mayor Samwick and Assemblywoman Amy Paulin for their availability.

Photo and Art Exhibition Update: Elyse reported that the exhibition team had worked out a detailed layout of the exhibit. According to their plan, the Hometown Heroes Photo Exhibit will be in the Scott Room, the fine art pieces will be in the space right outside the Scott Room, while the glass flowers and some bigger durable installations would be outdoors. Surveillance camera coverage should be sufficient, and the Library had insurance to cover the artworks. The FOSL plans to purchase the glass flowers at a discounted rate and sell them in a fundraising campaign in the Spring. The Board will vote on their fundraising plan as an action item at a future Board meeting.

The exhibit team will work with Library staff to promote the exhibit actively on social media. They will also explore the idea of creating a virtual experience of the exhibit for people who could not come in person. They also plan to host one to two Zoom events to present the exhibit to the community and get more people excited.

Communications Committee Report: Felicia reported that the banners announcing the “Modified Reopening” had gone up at the Post Road Five Corners and in Chase Park. The Committee will put up two more banners, one at the Loft site announcing its closure and redirecting patrons to 54 Olmsted, and the second at the Olmsted Road corner announcing that the new building was open for pickup services.

The special reopening edition of Bookmarks has gone to the printer and should be in mailboxes in about a week. The layout was beautiful with lots of pictures, both panoramic views of the big spaces and artsy shots of the cozy corners. The team continues to work on the videos and social media postings. All the interviews had been completed. The space photos will need a little more time as some rooms were still being set up.

Meeting Room Policy: The Board has reviewed most sections of the Meeting Room Policy in previous meetings. The remaining items were room rental rates and the cancellation policy. The Board reviewed the rental fees at peer libraries and discussed rate differentials between for-profit vs non-profit organizations. The Board decided to consider the cost of after-hours security, custodial and cleaning services before finalizing the room rates. The meeting rooms will not be open to patrons any time soon due to the pandemic, so we have time to gather more information and refine the policy. The Board decided to postpone the vote on this policy to another meeting.

COVID Policy: Beth and her team created a survey to gauge patrons’ comfort level with various library services. The response rate was high, and it was clear that the patrons prioritized safety and health. Very few people intend to use the computers and study rooms. Curbside pickups would present the least risk. In-person visits and browsing are riskier. Once an item is touched, they need to be left for a period of time or disinfected. Beth and her team are weighing lots of factors to determine how to proceed, from whether to offer in-person visits, to the use of hand sanitizers and gloves if we did.

Margot adjourned the meeting at 8:22pm.

The Board then entered into Executive Session to discuss compensation of certain non-union employees. The Board exited the Executive Session at 8:37pm.