Penn Yan Public Library

Board Meeting Minutes

March 19, 2020

Present via phone: Peter Gamba, Val Brechko, Diane Krans, Deb Connelly, Connie Glover, Kristen Flynn-Comstock, Martha (Marty) Robert

Excused: Sandi Perl

Unexcused: Mike Ballard

Staff: Angela Gonzalez, Director

Alex Andrasik

Meeting conducted via phone conference due to the State of Emergency in Yates County, with subsequent closing of businesses and restrictions on group gatherings. The meeting will be recorded and made available to the public.

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Kristen Flynn-Comstock
Motion seconded by: Diane Krans
Motion passed unanimously.

2. Approval of minutes for the February, 2020 meeting:
Motion to approve the minutes of the February 2020 meeting minutes as submitted made by: Diane Krans
Motion seconded by: Kristen Flynn-Comstock
Motion passed unanimously.

Motion to pay the bills for March 2020 made by: Valerie Brechko
Motion was seconded by: Diane Krans
Motion passed unanimously.

4. Library director’s report: see attached.
   a. Friends meeting for April 2 is being postponed.
   b. Library vote should be on track, as long as school is back in session.

5. Standing Committee Reports:
   a. Finance Committee: Did not meet.
   b. Policy Review Committee: Did not meet.
   c. Building Committee: Received bids for the HVAC project, will meet to discuss.
   d. Nominating Committee: Did not meet
   e. Personnel Committee: Director evaluations are in and will be shared with Peter to review with Angela.

6. Old Business:
   a. HVAC update: Committee received bids yesterday. One bid was significantly lower than the others, and the engineer has experience with that company. He is getting more references for that company (which is out of Binghamton). Committee will decide which bid to accept.
   b. ADA compliance committee update: Because of the light fixtures, moving the shelving may not be a reasonable option. While the building is closed, staff will be doing some rearranging of the books on the lower shelves.
   c. Schedule Salary Projection Planning Committee meeting: on hold until further notice

7. New Business:
   a. Coronavirus- PYPL disaster plan expanded staff procedures

   Staff will be paid during the emergency, as per the PYPL Personnel Policy 3.5, Emergency Closings:
   Employees who are sent home or instructed not to come to work when the library closes due to
extreme weather conditions, or for other emergency situations, will be paid for their normally scheduled hours. The library needs a quarantine plan/policy.

b. Valerie Brechko moved that The PYPL Board of Trustees resolves to close the PYPL due to the COVID-19 virus. The closure will begin March 16, 2020, and will be reassessed when the PYPCD opens again.

Diane Krans seconded the motion.

Motion passed unanimously.

c. Motion made by Deb Connelly that The PYPL Board of Trustees resolves to ensure all current part-time and full-time staff, in accordance with our emergency closure policy, will continue to receive their same payroll and benefits during the duration of an emergency COVID-19 closure.

Seconded by Diane Krans

Motion passed unanimously.

From Peter and Angela: Thank you to everyone for your support of the library and the employees during this time.

8. Adjourn:

Motion to adjourn the meeting made by: Kristen Flynn-Comstock

Motion seconded by: Valerie Brechko

Motion passed unanimously.

Respectfully submitted,

Deb Connelly