

NAPLES LIBRARY BOARD MEETING

April 14, 2021

Present: Aaron Mumby, Deidre Dutcher, Judy Schewe, Kim Torpey, Chris Abraham, Gerald Bay, Linda Strauss-Jones, Paul Lambiase (Community Member)

Not Present: Lisa Jensen, Janis Pridmore

Public Comments: None

New Business:

COVID 19 Reopening Toolkit: Because of the fluid nature of COVID (how it is transmitted, how long the incubation period is, quarantining and testing requirements, etc.), we have updated the policies that were part of the original Reopening Toolkit. These policies have been written into procedure. This was designed to give Directors more authority, as assigned by the Board of Trustees, to update practices related to COVID-19 as information from the CDC and NYS Department of Health changes. Directors would be able to keep their library compliance with government mandates and guidance without having to wait for the next Board Meeting.

Motion # 160 - Board of Trustees moves to update the library's strategy in responding to COVID-19 by removing the following policies and transitioning them to internal procedures. Deidre seconded. Motion carried

Contact Tracing Policy
Employee Health Screening Policy
Personal Protective Equipment Policy

Furthermore, the Board of Trustees moves to task the library Director to develop and implement said procedures that meet the criteria and mandates as outlined by NY Forward to operate safely and legally and in accordance with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities.

Have to have certain external policies on the website for minimum standards condensing.

Motion #161 - Aaron motioned to approve that Collection Development Policy renamed to Collection Development Policy be renamed to Collection Development & Censorship Policy. Deidre seconded. Motion carried.

Motion #162 - Aaron motioned to approve current Vulnerable Adult Policy (No change). Deidre seconded. Motion carried.

Unattended Child Policy has been revised with more depth, providing more clarity about what staff should handle and and is more helpful for parents to understand expectations when leaving their child at the library.

Motion #163 - Aaron motioned to approve updated Unattended Child Policy. Kim seconded. Motion carried.

Amended Personnel Policy to reflect EAP (Employee Assistance Program) - Library subscribes to EAP through the Pioneer Library System in order to do annual harassment training. Additionally the library invests \$20 per staff person to have access to a wide variety of services such as free appointments with a therapist, financial advice, etc. All utilization of services are confidential. Subscription includes a monthly newsletter.

Motion #164 - Aaron motioned to approve the inclusion of EAP under IX. Benefits section of the Personnel Policy. Deidre seconded. Motion carried.

Naples Library Pay Principles - Developed by the Personnel Committee to ensure employees understand pay principles and what that means to them, our pay for performance/merit pay philosophy, as well as other factors considered when making pay decisions and pay approval process.

Motion #165 - Aaron motioned to approve Naples Library Pay Principles. Deidre seconded. Motion carried.

Tutoring Policy tabled until May Board meeting.

As library policies are reviewed/updated, the Naples Library Logo will be added.

Motion #166 - Aaron motioned to accept consent agenda. Gerald seconded. Motion carried.

Motion #167 - Aaron motioned to approve payment of bills. Gerald seconded. Motion carried.

Aaron would like the entire Board to review bills prior to the Board meeting as a good practice post COVID precautions.

Committee Reports:

Building Maintenance - Library Accessibility /Space Capital Project: Judy met with 3 architectural firms to tour the library/discuss the project. One stepped away and two presented proposals. HBT and MRB. HBT selected. See April 14, Director's Report for detail. Meeting minutes from the April 9 meeting with HBT thoroughly scopes out the project. Judy has also met with Code Enforcement Officer, Frank Mueller and Mayor, Brian Schenk to review the project. A new site survey will need to be completed and the project will be presented to the Planning and Zoning Board for approval. Grant deadline is June 25th. Project Stakeholder Group will meet on April 22nd for project update.

Policy - Met. See Motions 160 - 164.

Finance - Did not meet.

Planning - Did not meet.

Personnel - Met March 2nd to draft/review Naples Library Pay Principles, Personnel Committee Timeline that aligns with Pay for Performance philosophy, and Judy drafted a New Hire Letter. Next meeting is scheduled for May 3rd.

Friends Group - Goal is to donate \$6,000 to Accessibility project (2020, 2021). Initiating a summer reading project to get books in children's hands. Friends joined NYLA. Looking ahead to a new slate of officers.

Library Highlights - Considering a Library Story Walk on the Finger Lakes Trail near East Ave., partnering with FLT. May apply for a grant to fund.

Date for next meeting - May 19, 2021

Director's Report

Submitted by Judy Schewe

Naples Library Board Meeting

April 14, 2021

March Statistics:

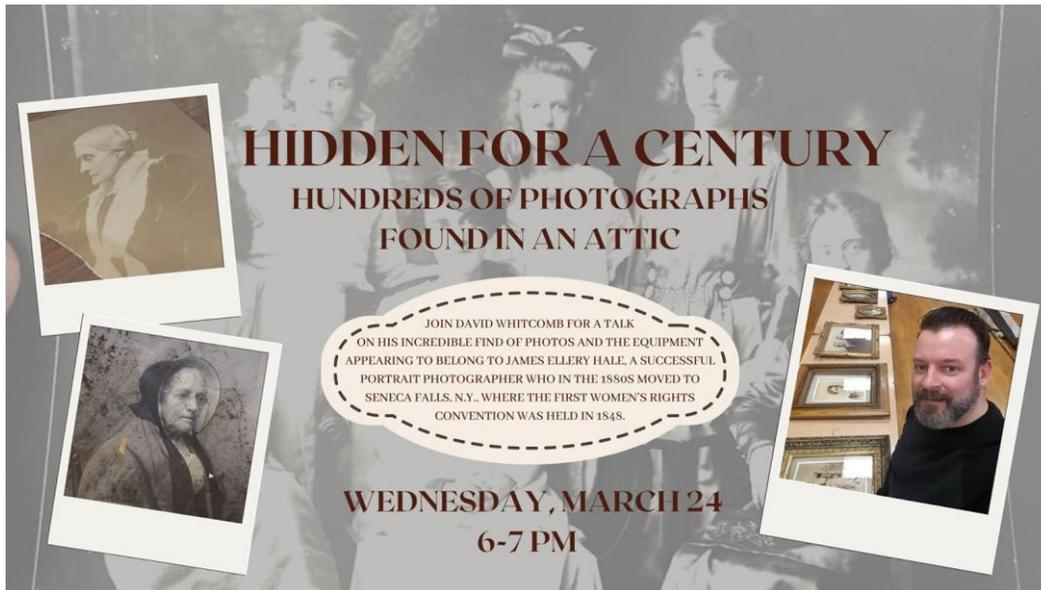
- New Materials Added –31 Adult titles, 23 YA titles, 67 Juvenile titles, 18 Media -Total= 139
- Circulation by patron - 1843 items (Adult- 1479, Teen- 21, Child-259, Admin -3, Homebound -16, School -65) up 52 from Feb.
- Weeded Materials –34 (items that have not circulated in over 5 years, Biographies)
- New Users - 5 (Adult)
- Overdrive- eBooks 240, eAudio 193, TOTAL-433
- Ancestry.com - 5 YTD
- Wi-Fi Users: 134 sessions
- Social Media & Website Statistics: FACEBOOK Likes –1,297 Followers –1,4670, Reach-17,506 Video Views - 202
- Library Visits - 1037
- Reference questions - 479
- WEBSITE -Total Views –872, Visitors –333

March Programs

- Children Story Time – 5 Virtual Programs, 3,213 views
- Adult –7 Virtual programs, 147 participants
- Total – 12 programs, 3,360 views/ participants

No on-site scheduled programs are taking place at Naples Library at this time due to Covid-19.

Virtual programs included Story Times, Three Keys to Garden Planning- Petra Page Mann, ECO-Book Club *Gold Fame Citrus*, Choose Your Own Adventure Book Club, Wolfpack Talk with Abby Wambach, History Book Club- *Women's History Month*, St. Patrick's Day Mixology Class with Noah Earl, Know Your Disability Rights, and Century Old Photos Found in Hidden Attic with David Whitcomb.



Youth Services

Ally Makepeace continues to provide Virtual Story Times for the community via Facebook Live videos for the month of February. Naples Library hosted five virtual Storytimes in March that follow a theme each week. Parents and children are invited to watch and listen to stories, sing songs, do movements, and learn at-home activities.

Story Time themes this month included: New Picture Books Review, Spring, Rainbows, St. Patrick's Day and Children's Book Week (Dr. Seuss' *Lorax*).



Happy Happy Happy Spring Everyone! Come celebrate the rainy, beautiful, brownish-greenish season of growth with us for Storytime today! We start with an experiment that teaches us how clouds let go of water to create rain! Then, we sing the Itsy Bitsy Spider in TWO languages!

Ally makes all her own original felt characters and objects for the library programs. She also does original drawing on the dry erase board, does interactive activities, and takes time to explain concepts to children, explains the meaning of words that may be new to the child, and considers repeated readings of the same book so the child has several opportunities to learn new concepts and words.

All youth virtual literacy and STEM programming provided at this time is helping to fulfill Strategic Plan Section 3, Part 3 to Address Underserved Populations in the Community: School-Aged and Teens in Naples.

Adult Services

Naples Library Eco Book Club with Cumming Nature Center met in March and discussed *Gold Fame Citrus* by Claire Vaye Watkins. Spring Eco-Book Clubs continue to be on the Zoom platform due to Covid-19. We are hoping to move to an outdoor format when the weather improves. Judy hosted the "Choose Your Own Adventure" Book Club on Zoom. Telephone and in-person reference and patron pick-up service continues. Patrons are coming into the library to use computers, browse and do archival research. The History Book Club met in March in collaboration with the Naples Historical Society, the theme was Women's History Month. Sarah Hulbert, CAP (Client Assistance Program) Advocate for Disability Rights New York, presented Know Your Disability Rights via Zoom (<https://youtu.be/UJ6LkwM3aGs>). David Whitcomb presented *Century Old Photos Found in Hidden Attic* (<https://youtu.be/KRiYrx7J76o>). Naples Library collaborated with Macedon Library to present a panel discussion that was held on International Women's Day, March 8, 2021. The panel included Abby Wambach, Dr. Alana Koehler, Carrie Deming, Dr. Darcy Smith and Kitty Van Bortel (https://youtu.be/gj7Hp_v1rbM) and Three Keys to Garden Planning- Petra Page Mann. Noah Earl presented a special St. Patrick's Day Mixology Class via Zoom. We celebrated Women's History Month with a book display and programming.

Staff

Judy attended the PLS State Aid for Library Construction Info Session. An information session regarding the FY 2022 State Aid for Library Construction program. We reviewed eligible projects, the procedure to apply, and the approximate timeline of the grant cycle. Judy also attended the March System Meeting *Let's Move in Libraries*. Program description: "Everyone has a role to play in increasing healthy living, including libraries! Let's Move in Libraries is an international initiative to get people of all ages and abilities on the path to health. With their impressive reach and great potential for impact, public libraries can and do support healthy communities through StoryWalks®, seed collections, Yoga classes, gardens, cooking classes, and much, much more. Join Noah Lenstra, Director of Let's Move in Libraries, to learn how your library can join the thousands of libraries around the world promoting healthy living!"

Tina Newton and Judy both attended OWWL Libraries Learning Academy Info Session. In this mini-session, Andrea & Kathryn from PLS went over the [OWWL Libraries Learning Academy](#) which is now available to our patrons and the [OWWL Libraries Staff Academy](#) which is targeted towards library staff. The Academies has tutorials ranging from how to use digital library resources, computer and internet basics, and even library skills. Tina also attended *The Mending Library: Serving Vulnerable and*

traumatized Patrons in the Niche Academy. This session defined trauma and how to introduce the principles of trauma-informed customer service.

As of April 1, all staff have received at least one dose of the Covid vaccine.

Building

During March, three designers/architectural firms toured the library to see the layout and hear about the scope of the Building Accessibility Project. First, local architect Shanna Williams toured the library with Judy and I. Judy then reached out to two firms (HBT and MRB) that were recommended by Pioneer Library System Director Ron Kirsop as having each worked with several libraries in the System. Judy followed up with the directors at several of these libraries and received positive feedback on both companies. Judy reached out to both HBT and MRB. On March 10, Judy and Linda Strauss-Jones toured the library with Scott Bova, a MRB architect. Judy met later that day with Trevor and Rebecca, managing partners of HBT. HBT followed up within days with a proposal that was shared with Linda and I. Judy emailed MRB to ask for a proposal and touched base with Shanna so that we could have three proposals to compare. MRB emailed Judy a proposal on March 24 which was shared with Linda and I. Judy had a discussion with Shanna to review the scope of the project and cover the timelines. In that meeting, Shanna expressed concerns about the size of the project. Linda, Judy and I met to review the proposals from MRB and HBT. Both proposals included similar work for the library with a similar approach. Both proposals include: the addition of an elevator, an improved entrance from the back of the building, and maximizing space utilization on both the main floor and the lower level; A data gathering meeting and 2-3 concept designs; support for the application for the New York State Library Construction Grant.

The HBT proposal was more thorough than the MRB proposal and included a portfolio of other recent library projects in the region. We were especially impressed with their experience in working with libraries and knowledge of the NYS Library Construction Grant. They established a timeline that would help to insure that we meet Library Construction Grant deadlines.

Gifts and Grants

Naples Library received a \$20 monetary gift from Joan Luther in memory of Kerry Traver; \$20 monetary gift from Mary White in memory of Sandy Eddy; monetary gift of \$20 from Hanggi Family friends and neighbors in memory of Barb Hanggi. Alena Chadwick stopped by the library on March 29 and presented Judy with a check in the amount of \$1,000 (from Alena, Janina, and Oliver Chadwick) to purchase books for the May Chadwick Collection. Thank you letters and acknowledgements have been sent.