

DOBBS FERRY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 17, 2020

Present: A. Moss, T. Gordon, , J. Wai, J. Golde, L. Stutz, K. Koster, E. Hobson (Director), C. Torino

Absent: C. Aggarwal, M. Ghiorse, N. Sullivan (Village BoT Liaison)

Meeting called to order by A. Moss at 7:07 pm

Director's Report

1. E. Hobson reported that the brand new website is up for the DFPL and that there has been good feedback and suggestions from the community coming in.
2. Kate Foster has been hired as the new Children's Librarian. She is a local Dobbs Ferry resident, and the process involved input from the community, staff and board. The board is thrilled to welcome her to the DFPL family, and looks forward to her contributions to the growth of the library and enriching the community.
3. This summer K. Foster will be beginning to coordinate with Springhurst librarians to ensure robust and enriching programming.
4. E. Hobson reports that electronic resources are being well used. Ebooks circulation is up 210% and Hoopla 105%
5. The community survey on future programs has been filled out by over 220 contributors. Thank you to the community for helping to steer the library towards serving Dobbs Ferry in a richer fashion and helping us execute on one of the imperatives in our strategic plan of *Community Involvement*.

Librarian Report

1. The library engaged a company to do a Covid deep clean of the building to ensure enhanced safety for the staff and community following both the guidelines of the government and the strategic plans imperative to enhance the staff's ability to deliver high level service.
2. E. Hobson also reported that the HVAC system has the highest level of filtration for the installed system..
3. The Poetry reading had 94 attendees which was an exceptional turnout.
4. A. Moss thanked the librarians for their excellent librarian reports and work during this time.

Friend's Report

1. Mary has put stories on our Facebook page with good response
2. Friends will putting together newsletter and putting together annual meeting dates which includes introducing Kate Foster to the community
3. A. Moss suggested starting with a virtual story hour.
4. Vikki surfaced that the Friends and DFPL will work to migrate the Friends site to the DFPL website

Discussion of Library Policies

1. The board discussed the policies and procedures needed to ensure that Dobbs Ferry residents have the best access to the resources of the library while keeping staff and the public safe. With safety as the number priority.
2. Discussion of the Code of Conduct for the public when visiting the library. Board agreed that the name of the policy should be changed.
3. Discussion of Pandemic Policy
4. It was agreed that the policy committee will review the policies and work to change them rapidly to have more general guidelines with operational details left to the Director and staff.
5. The board will set a date to rapidly vote on a final pandemic policy once revised
6. Discussion of security policy
7. Discussion of Telecommuting policy and amendments
8. The board discussed the security of community information when working from home and determined that at this moment the information seems to be secure.
9. A. Moss moved to vote on the Telecommuting Policy, Linda seconds. Unanimous vote to implement Telecommuting policy

Personnel Committee

1. The committee is working on pulling together an evaluation for the ED by the board.

Discussion of Phased Reopening Plan

1. It was decided E. Hobson will reedit the plan with the suggestions of the board that had been added.
2. E. Hobson suggested posting the pandemic policy so that the library is being as transparent as possible and the public can see exactly what is being done to ensure their safety.
3. In addition, E. Hobson agreed to post the DOBBS FERRY PUBLIC LIBRARY NY FORWARD SAFETY PLAN on the website along with all other safety documents.

MISC Business

1. A motion was made to appoint Kate Foster as Librarian 1. T. Gordon made the motion and J. Wai seconded. Unanimous vote to appoint.
2. C. Aggarwal has left the board. The board thanks her for her great service over the past 2.5 years. Her contributions to the Community committee and work in starting the Cultural Explorers program. The board will immediately begin a search for a new trustee member.
3. L. Stutz moves to form a search committee and J. Golde seconds. The board is forming a new trustee search committee with K. Koster as chair, C. Torino and L. Stutz serving.

Executive Session

Meeting Adjourned 9:45