

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980

**Special Meeting of the Board of Trustees**

On-line meeting with Board and Director  
No public can attend due to CoronaVirus-19 restrictions  
The meeting is being video recorded and will be available to the public in at least two weeks

**Wednesday, May 27, 2020, 6:30 pm**

**AGENDA**

- I. **Call to Order**
- II. **Review of the Financial reports for April 2020**
  - a. **Approval of the Disbursements month ending April 30, 2020 \***
  - b. **Approval of the Profit & Loss Statements month ending April 30, 2020\***
- III. ~~**Motion to go into Executive Session: personnel issues, followed by discussion\***~~
- IV. ~~**Motion to come out of Executive Session\***~~
- V. ~~**Return to Special Meeting**~~

~~**Any motions stemming from the Executive Session...\***~~
- VI. **Adjournment**

*\*=motion required*

*Next Scheduled Meeting June17, 2020 at 6:30 pm\**

05.25.20 jm

**ROSE MEMORIAL LIBRARY  
STONY POINT, NEW YORK  
BOARD OF TRUSTEES MINUTES  
May 27, 2020**

Present (5/6): James Brooks, F. Hollis Griffin, Jr., Ted Needleman, Amanda Pagan-Glass, Rebecca Sanders. James Mahoney (Library Director). Absent: Terry Marsico.

The meeting opened at 6:32 pm

Ted Needleman has sent the video copy of the last meeting to the trustees.

The Board reviewed the Financial Statements and Disbursements, and upon motion Rebecca Sanders and second by Ted Needleman they were unanimously approved.

A new line was requested in the Budget 2020 to separate COVID-related expenses. It will be funded when a budget addendum is prepared.

The Office Manager was asked to supply a list of supplies and expenses for COVID-related charges. Carole Gomez was complimented on her efficient handling of COVID needs.

The trustees are concerned with the image of the Library in this pandemic, and wish to see that the Director and staff are exhibiting a robust program of on-line public programs. Marketing and Publicity should be increased. Give away face masks.

Is there anything we can coordinate to help the town with a project?

Taking temperature of staff each day should be logged in.

Is any outreach taking place to people in Liberty Ridge (55+ pop)

Bring the library to the people.

Library Fundraising is still on hold. Golf course, theater benefit, restaurants.

Amanda Pagan-Glass is working up a community survey of a few basic questions.

Upon a motion by James Brooks and 2d by Ted Needleman the meeting was adjourned at 7:30 pm.

James Mahoney  
Library Director

## Tasks Performed by RML Staff during NY Stay-At-Home Order

- emptied book drop regularly (with complete PPE) and quarantined these materials
- picked up mail from Post Office and processed
- completed many online classes and webinars
- stayed up to date on library journal reading to stay abreast of current releases
- made lists of new releases to purchase when things resume
- attended RCLS committee meetings on zoom/bluejeans
- ordered materials for reopening
- arranged with contractors for building and grounds cleaning and maintenance, per RCLS Reopening Protocols
- held online book discussions via zoom
- scheduled and hosted online programs for children and adults
- posted and shared on social media
- maintained contact with patrons via phone, social media, and home book drop off
- monitored other library websites for ideas for programming and website changes
- Monitored state requirements for reopening and tracked down and ordered PPE
- wrote book reviews for future newsletters
- Paid bills
- revised programming plans
- worked on webpage changes
- submitted ideas for social media pages
- maintained contact with staff through regular meetings on zoom
- submitted ideas for socially distanced programming
- returned calls from patrons with questions
- assisted patrons with specific requests/issues while the building was closed
- promoted the borrowing of digital materials
- maintained contact with staff members of other RCLS libraries, exchanging ideas, concerns and resources

Re: Report on webpage etc



5/27/20 3:54 PM

Trusted Sender  
(Global Address List)

From:

Oscar Chrin - STP

To:

[jmahoney@rcls.org](mailto:jmahoney@rcls.org)

**Re: Report on webpage etc**

5/27/20 3:53 PM

From: "Oscar Chrin - STP" &lt;ochrin@rcls.org&gt;

To: &lt;jmahoney@rcls.org&gt;

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Hi Jim,

As far as what I have done regarding the website - I have (very nearly) completed the Code Academy Learn HTML (9 hour) course (they also have a 15 hour Learn CSS course that is also free to take, that I think is going to be my next step).

I have looked at many other library websites, trying to see what works and what doesn't as far as layout goes (you will be happy to learn that our current website is actually one of the better ones I've seen - there are some real duds out there!).

I have started browsing through the theme options available through Wordpress (our current hosting platform). I think we really need to have a meeting with the "managers team" and at least one representative from the board to talk about expectations regarding a website overhaul. I know you have mentioned that some board members have expressed dissatisfaction with the current site (although I think that might have been before our current tweaking).

We should definitely set something up for that in the near future - I have a lot of ideas but I definitely want to hear from other folks before any actual building takes place. Also, I would love to know if we want to continue to work with Rockland Web Design (Tom Ossa) and if so how much involvement in the process we want them to have.

Both Susan and I have been posting events on the calendar on the website, in posts on the website, and on the Facebook page (side note: the message at the top of our website homepage about the closure also has links to the FB page and the website's news page so it's as front and center as possible). After we post to the FB page, we have Carole share the posts to the various North Rockland FB groups to spread the links around as much as possible.

Just this morning, I attended a webinar put on by RCLS and presented by Chris Morgan from the Newburgh Library about "Virtual Programming on Social Media." They're a much larger library than we are and post more frequently (and they also have a separate staff member handling each account, e.g. one person manages Facebook, another manages Instagram, etc) but there was a lot of interesting/useful information in the presentation. I know RCLS is putting it up on their professional development Libguide, so I'll see if Susan can give it a watch as well.

I have been working on editing a four part "Introduction to Meditation" audio series by our Chair Yoga instructor, Rochelle, which is going to be going up weekly throughout the month of June. This has required me to learn how to use two new software applications that I previously had very limited experience with - Audacity (for audio editing) and Adobe Premiere (for video editing) - as well as exploring options for sourcing free/creative commons music and video for use in the video production (since the files are going up on YouTube). Editing the first session (approximately 25 minutes of audio) and turning it into a video file represented several hours of work on its own.

If there are any other specific questions board members have regarding the work that is being done with any of this, please forward them my way.

Thanks.

**Oscar Chrin**  
**Adult Services Librarian**  
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