



July 20, 2020 7:15 PM

Board Meeting

Virtual Webconference Meeting
Public can view to the meeting at
[youtube.com/user/cphpubliclibrary](https://www.youtube.com/user/cphpubliclibrary)

1. *Agenda: Approval or Changes
2. *Minutes of the June 15, 2020 meetings for approval.
3. Public Comment
4. Board Comment
5. *Treasurer's Report
6. Friends of the Library Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Lou Ann Stewart
 - C. General Updates -Alex Gutelius
8. Committee Reports
 - A. PR Committee – 2021 Budget Mailer
 - B. *Buildings & Grounds – HVAC Contract 1-year extension
9. Old Business
10. New Business
11. Executive Session

* Items so marked are action items



June 15, 2020

7:15 PM

Virtual Webconference Meeting
Public can view the meeting at
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Present: Brown, Megan; Cantore, Mathew; Dugan, Suzanne; Golden, Dave; Madison, Tom; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, and Lou Ann Stewart.

ABSENT: Jason DiGianni

GUESTS: Lisa Oddo

The meeting was called to order at 7:17 PM by Mr. Wise.

AGENDA:

Mr. Wise presented the June 15, 2020 agenda for approval. Mr. Golden made the **Motion**, seconded by Mr. Rodger, to approve the agenda as sent. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Madison, seconded by Ms. Brown, to accept the May 18, 2020 minutes as sent. The **Motion** passed unanimously by those present.

PUBLIC COMMENT:

There were no members of the public in attendance. The meeting can be viewed via youtube.com/user/cphpubliclibrary.

BOARD COMMENT: None

TREASURER'S REPORT:

Mr. Meyer presented the Treasurer's Report for May 2020. Under Receipts, we continue to have no revenue from fines. The \$1 listed was a test for the credit card machine. We received a Saratoga Arts grant that we can retain and use in 2021. We are hoping to receive a FEMA grant to offset some of the additional costs due to COVID-19. Under disbursements we are at about 40% of budget. Some costs, like programming, have been reduced. Costs for books and AV materials are low, but that will increase as orders begin coming into the building. Line Item 6530-Office and Library Supplies is over budget due to the increase in



cleaning supplies. Item 6150-Repairs \$7,500 is for the Plexiglas barriers that will be installed throughout the building for patron and staff safety. Mr. Meyer made the **Motion**, seconded by Mr. Rodger, to accept the Treasurer's Report for May 2020. The **Motion** passed unanimously by those present.

The warrant was presented for May. The May 26, 2020 warrant for \$107,480.35 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Rodger, to approve the May 26, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the May 26, 2020 warrant was Ms. Dugan. The warrant was presented for June. The June 4, 2020 warrant for \$106,347.62 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the June 4, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the June 4, 2020 warrant was Mr. Srinivasan. It was noted the warrants continue to be approved via email and will be signed when we are back in the building.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL are concerned about a lack of income since all fundraising activities are on hold. They plan to meet next month to brainstorm fundraising activities as well as ways to hold a book sale safely.
2. The FOL continue to meet monthly and are prepared to help in any way with Get Out The Vote effort.

DIRECTOR'S REPORT: Mr. Foster gave the following report on Public Service:

1. Mr. Foster noted Summer Reading will be Virtual this year with a downloadable Challenge Card that suggests activities to do over the summer.
2. The Adult Services and Youth Services departments plan to make book bundles for browsing when we begin allowing patrons in the building. They will also prepare "Take and Make" craft activities for patrons to pick up when they are in the building.
3. The circulation department has been planning the last few months to handle returns and offer curbside pickup. It has been a very detailed, organized plan, and they have been doing a great job.
4. Command Security is aware of our expectations regarding Stage 3 reopening. They will be here all hours that we are open to the public.
5. Mr. Foster discussed Collection Development. Staff members from the Technical Processing have been in the building as we are beginning to get deliveries of books and movies from vendors. We will see if print and digital lending begins to balance out by the end of the year with the reopening.



DIRECTOR'S REPORT: Ms. Stewart gave the following report on Communications:

1. We began taking returns today and had posts on Facebook and Instagram.
2. Communication is key right now, so patrons are aware of the new procedures regarding returns and curbside pickup.
3. The website is updated daily, the phone messages are updated, weekly press releases are sent, and constant contact emails have gone out.
4. There was an article in the Community News regarding our Staged opening, and we were featured in a story on Channel 10.
5. The message from the Director has been a key component of the website and the seasonal section provides important information for patrons.
6. Weekly staff meetings are being held to keep staff up to date as well as two weekly emails, from Alex regarding the Stages.
7. We didn't have a huge response to our survey, but it appears most people get their information from our website and seem to like the informational programs most.

DIRECTOR'S REPORT: Ms. Gutelius gave the following report:

1. Digital Collections tapered off in May, possibly due to the nicer weather, and digital audiobook downloads are down, possibly due to lack of commuting to work. We will continue to watch trends and shifting patterns.
2. We are in Stage 1 of our reopening plan. People seem happy we are beginning to move toward opening. Curbside pickup is scheduled to begin on Monday, June 22.
3. Ms. Gutelius was able to get some occupancy numbers from the Town of Clifton Park. We plan to limit the number of people in the building.
4. Ms. Gutelius noted we are unable to submit the application for the FEMA grant as the submission portal is being held up. The grant is for \$28,000, but we may be able to include additional administrative hours that were spent on safety plans.
5. Ms. Gutelius spoke with the Saratoga County Board of Elections, and we are still planning on an in-person budget vote at this point. The Governors Executive Order that extends petitions is still in place.
6. We continue to work on and revise the Safety Plan.

COMMITTEE REPORTS:

POLICY COMMITTEE: Ms. Dugan gave the following report.



Ms. Dugan presented the Amended Temporary Safety Practices Policy. This gives the Director the authority to modify policies as necessary to protect the safety of staff and patrons and efficiently run the library. The Director will keep the Board advised of any changes that are made. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Amended Temporary Safety Practices Policy. The **Motion** passed unanimously by those present.

AD HOC REOPENING COMMITTEE: Mr. Cantore gave the following report. Mr. Cantore presented the Library Reopening Safety Plan. The Board members discussed the plan and made a few minor changes. They discussed the need for this to be a public facing document to continue to keep the public informed. Mr. Cantore made the **Motion** on behalf of the Ad Hoc Reopening Committee to approve the Library Reopening Safety Plan. The **Motion** passed unanimously by those present.

Next, Ms. McMunn presented the COVID –19 Return to Work Staff Manual. Ms. McMunn made the **Motion** on behalf of the Ad Hoc Reopening Committee to approve the COVID-19 Return to Work Staff Manual as presented granting the Director authorization to revise as needed subject to the Ad Hoc Committees approval. The **Motion** passed unanimously by those present.

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: No Report

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: No Report

FINANCE: Mr. Meyer gave the following report:

Mr. Meyer presented the draft budget recommendation for 2021. This version of the 2021 budget recommendation has been amended to remove the 1.5% COL increase for staff. This decision was made based on a number of conversations with Board members and staff. It was noted that we still plan to use \$55,675 from the existing fund balance to offset the increase in our disbursements, but this is a reduced amount from the original draft budget. Mr. Meyer made the **Motion** on behalf of the Finance Committee to approve the 2021 budget as presented with no 1.5% COL adjustment. The **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None



NEW BUSINESS:

Board members requested the electronic sign out front be updated to read “Congratulations to the Class of 2020” on Thursday to mark Shenendehowa’s Graduation.

There being no further business, Ms. Brown made the **Motion**, seconded by Ms. McMunn to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:21 PM.

The next scheduled Board Meeting is Monday, July 20, 2020 at 7:15pm.

**Clifton Park-Halfmoon Public Library
Treasurer's Report June 2020**

Percentage of Year: 50%

RECEIPTS	Adopted Budget	Modified		June	YTD	YTD as % of		Variance
	Jan 20	Adj Budget	Budget			Budget	Budget	
Governmental Income								
4010 Town of Clifton Park	\$3,117,763.00	\$0.00	\$3,117,763.00	\$0.00	\$3,117,764.56	100.00%		1.56
4020 Town of Halfmoon	\$1,488,961.00	\$0.00	\$1,488,961.00	\$0.00	\$1,488,961.61	100.00%		0.61
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$0.00	\$0.00	0.00%		-16,283.00
4030 Bullet Aid	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	0.00%		-2,500.00
Subtotal	\$4,625,507.00	\$0.00	\$4,625,507.00	\$0.00	\$4,606,726.17	99.59%		-18,780.83
Grants								
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%		\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	0.00%		-\$9,000.00
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00%		\$2,250.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
4170d Lighting Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
4170e NCWTT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
4170f Construction Challenge - Space Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%		\$5,000.00
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$0.00	\$10,917.00	86.64%		-\$6,683.00
Donations								
4210 Patron Donations	\$0.00	\$0.00	\$0.00	\$25.00	\$427.17	0.00%		\$427.17
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00	0.00%		\$110.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$25.00	\$537.17	0.00%		\$537.17
Interest								
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$3,032.65	\$7,212.46	0.00%		\$7,212.46
4330 Bank Interest Income	\$6,500.00	\$0.00	\$6,500.00	\$30.11	\$1,534.86	23.61%		-\$4,965.14
Subtotal	\$6,500.00	\$0.00	\$6,500.00	\$3,062.76	\$8,747.32	134.57%		\$2,247.32
Other Income								
4410 Fines	\$55,000.00	\$0.00	\$55,000.00	\$113.40	\$9,805.85	17.83%		-\$45,194.15
4420 Library Fees - L&D	\$7,500.00	\$0.00	\$7,500.00	\$177.22	\$1,626.26	21.68%		-\$5,873.74
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$43.28	\$40.93	0.00%		\$40.93
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$3,048.70	19.67%		-\$12,451.30
4450 Other	\$0.00	\$0.00	\$0.00	\$3.03	-\$946.49	0.00%		-\$946.49
Subtotal	\$78,000.00	\$0.00	\$78,000.00	\$336.93	\$13,575.25	17.40%		-\$64,424.75
Total Receipts	\$4,722,607.00	\$0.00	\$4,722,607.00	\$3,424.69	\$4,640,502.91	98.26%		-\$82,104.09
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		\$0.00
Total Receipts including Appropriations	\$4,722,607.00	\$0.00	\$4,722,607.00	\$3,424.69	\$4,640,502.91	98.26%		-\$82,104.09

**Clifton Park-Halfmoon Public Library
Treasurer's Report June 2020**

Percentage of Year: 50%

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i>		<i>Modified</i>		<i>YTD as % of</i>		
	<i>Jan 20</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>June</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
Personnel							
7010 Salaries - Personnel	\$2,249,769.00	\$0.00	\$2,249,769.00	\$160,558.68	\$968,080.09	43.03%	\$1,281,688.91
7013 Contracted Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$150.00	2.50%	\$5,850.00
7200 Insurance	\$119,500.00	\$0.00	\$119,500.00	\$2,374.95	\$68,949.49	57.70%	\$50,550.51
7300 Benefits - Taxes	\$165,000.00	\$0.00	\$165,000.00	\$11,621.20	\$77,331.74	46.87%	\$87,668.26
7400 Benefits - Retirement	\$240,000.00	\$0.00	\$240,000.00	\$19,540.00	\$176,697.00	73.62%	\$63,303.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	-\$3,213.56	-\$7,158.08	0.00%	\$7,158.08
Subtotal	\$2,780,269.00	\$0.00	\$2,780,269.00	\$190,881.27	\$1,284,050.24	46.18%	\$1,496,218.76
Library Materials							
6010 Books	\$170,500.00	\$0.00	\$170,500.00	\$588.45	\$34,457.70	20.21%	\$136,042.30
6020 Periodicals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$7,313.04	48.75%	\$7,686.96
6030 AV	\$70,200.00	\$0.00	\$70,200.00	\$0.00	\$9,769.91	13.92%	\$60,430.09
6050 Digital Resources	\$76,800.00	\$0.00	\$76,800.00	\$6,901.62	\$42,743.20	55.66%	\$34,056.80
6010 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$332,500.00	\$0.00	\$332,500.00	\$7,490.07	\$94,283.85	28.36%	\$238,216.15
Facility & Equipment							
6110 Bldg Svc Contracts	\$195,000.00	\$0.00	\$195,000.00	\$5,239.00	\$73,686.23	37.79%	\$121,313.77
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$137.03	1.37%	\$9,862.97
6140 Facility Insurance	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$49,928.08	142.65%	-\$14,928.08
6150 Repairs - Bldg & Equipment	\$40,000.00	\$0.00	\$40,000.00	\$2,772.86	\$28,683.14	71.71%	\$11,316.86
6160 Equipment Lease Expense	\$25,000.00	\$0.00	\$25,000.00	\$2,018.86	\$13,247.42	52.99%	\$11,752.58
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$305,000.00	\$0.00	\$305,000.00	\$10,030.72	\$165,681.90	54.32%	\$139,318.10
Operations							
6200 Programs	\$46,000.00	\$0.00	\$46,000.00	\$941.79	\$15,386.18	33.45%	\$30,613.82
6510 Automation	\$214,000.00	\$0.00	\$214,000.00	\$12,492.81	\$90,156.17	42.13%	\$123,843.83
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$1,633.36	\$5,220.11	58.00%	\$3,779.89
6520 Elections	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
6521 Insurance - D & O	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$1,076.00	102.48%	-\$26.00
6525 Membership Dues	\$4,000.00	\$0.00	\$4,000.00	\$584.00	\$1,231.00	30.78%	\$2,769.00
6530 Office & Lib Supplies	\$19,000.00	\$0.00	\$19,000.00	\$3,156.52	\$16,897.22	88.93%	\$2,102.78
6531 Gift Cards Received/Spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
6540 Postage	\$5,000.00	\$0.00	\$5,000.00	\$6.04	\$242.85	4.86%	\$4,757.15
6545 Professional Services	\$30,000.00	\$0.00	\$30,000.00	\$193.50	\$26,773.10	89.24%	\$3,226.90
6551 PR & Printing	\$10,500.00	\$0.00	\$10,500.00	\$1,106.88	\$5,281.86	50.30%	\$5,218.14
6555 Telephone	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	0.00%	\$600.00
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$51.00	\$10,288.71	60.52%	\$6,711.29
6575 Utilities	\$80,000.00	\$0.00	\$80,000.00	\$2,828.22	\$33,799.35	42.25%	\$46,200.65
6576 Building Security	\$87,000.00	\$0.00	\$87,000.00	\$0.00	\$19,800.80	22.76%	\$67,199.20
6581 Other Operational	\$0.00	\$0.00	\$0.00	\$51.11	\$581.02	0.00%	-\$581.02
Subtotal	\$533,150.00	\$0.00	\$533,150.00	\$23,045.23	\$226,734.37	42.53%	\$306,415.63
Bonds							
6610 Town of Clifton Park	\$531,513.00	\$0.00	\$531,513.00	\$0.00	\$471,897.03	88.78%	\$59,615.97
6620 Town of Halfmoon	\$240,175.00	\$0.00	\$240,175.00	\$0.00	\$209,337.50	87.16%	\$30,837.50
Subtotal	\$771,688.00	\$0.00	\$771,688.00	\$0.00	\$681,234.53	88.28%	\$90,453.47
Other Expense Types							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$4,722,607.00	\$0.00	\$4,722,607.00	\$231,447.29	\$2,451,984.89	51.92%	\$2,270,622.11

**Clifton Park-Halfmoon Public Library
Treasurer's Report June 2020**

Percentage of Year: 50%

<i>Cash - Bank Balances</i>	
1050 Petty Cash	\$722.02
1040 Petty Checking	\$415.26
1051 Business Checking	\$91,365.70
1052 MM Savings	\$3,610,062.62
1060 Unemployment Fund Bond	\$125,874.57
TTL CASH	\$3,828,440.17
12000 Undeposited Funds	\$0.00
1100 Accounts Receivable	\$6,025.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$3,834,465.17
21000 Accrued Pay	\$0.00
2000 Accounts payable	\$6,051.15
24000 Payroll Liab	\$468.00
2395 Accrued retirement	\$117,240.00
24102 Sunshine Fund	\$195.66
24103 Def Revenue	\$0.00
1071 Accrued credit card	\$0.00
TTL LIABILITIES	\$123,954.81
TTL EQUITY	\$3,710,510.36
	\$0.00
TTL LIAB & EQUITY	\$3,834,465.17

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,640,502.91
Year to Date Expenses	-\$2,451,984.89
Net Change	<u>\$2,188,518.02</u>

Appropriations	Prior Month	Use of Fund	
	Balance	Balance	Current Balance
3006 Library Construction	\$140,669.29	\$0.00	\$140,669.29
3000/3002 Automation App Fund	\$20.00	\$0.00	\$20.00
32000 Unappropriated Funds/Unrestricted Net Assets	\$1,381,303.05	\$0.00	\$1,381,303.05
Fund Changes	\$1,521,992.34	\$0.00	\$1,521,992.34

**Clifton Park-Halfmoon Public Library
Treasurer's Report June 2020**

Percentage of Year: 50%

Net Fixed Assets				
	12/31/19	12/31/2018	\$ Change	% Change
LAND	593,860.00	\$ 593,860.00	0.00	
LAND IMPROVEMENTS	26,581.00	\$ 6,386.00	-20,195.00	24%
COMPUTER EQUIP	2,242.00	\$ 3,362.00	1,120.00	150%
EQUIPMENT	10,914.00	\$ 5,671.00	-5,243.00	52%
BUILDING	8,647,746.00	\$ 8,921,831.00	274,085.00	103%
TOTALS	9,281,343.00	\$ 9,531,110.00	249,767.00	103%

Reconciliation	
Prior Month Fund Balance	\$1,521,992.34
+ Net change revenues - expenses	\$2,188,518.02
Subtotal	\$3,710,510.36
- Total Cash	-\$3,828,440.17
Accounts Payable	\$6,051.15
Accounts Receivable	-\$6,025.00
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Deferred Revenue	\$0.00
Sunshine Fund	\$195.66
24000 Payroll Liab	\$468.00
Accrued Retirement	\$117,240.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



CONNECT AND COLLABORATE

Communications

The PR Department continues to keep both patrons and staff up to date on changes and new services.

- We've been very busy with signage outside and inside the building as we've slowly opened to the public first with curbside and now with limited inside access.
- We continue to use the website as our primary means of sharing information.
- The red banner, "Message from the Director" and the graphic in the seasonal section are kept up-to-date.
- We update our current Facebook profile picture to match our latest information.
- We continue to use social media to highlight changes and promote programs.
- We continue to update our phone message, send Constant Contact emails and weekly press releases.

The Library was a featured news story on July 2 on Channel 6 news and the story was subsequently available on their website. Glenn Griffith wrote an article about our opening with restricted hours and guidelines that appeared in last Friday's edition (July 10).

With staff now working both in the building and at home, email and online communication continues to be important.

- Several emails are sent to staff each week to share any updated information.
- Staff meetings have tapered down to approximately every two weeks starting in July. A Zoom meeting is scheduled the Wednesday before we begin a new stage of our reopening plan.



MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outdoor Seating

Three picnic tables have been ordered (and hopefully put together by the time you are reading this). They will be placed on the grass near the east entrance to the Shade Garden. Three benches for the Reading Garden have also been ordered – two for the Shade Garden and one for the west side of the garden. They will have plaques honoring Colby Tucker (whose family donated money for the garden in his name, and the FOL). And additional plaque for Jo Piracci will be created and placed on one of the large boulders in the Shade Garden.

Nature Story Walks

Melinda Taormina, Head of Youth Services, once again worked with the Town of Clifton Park Open Space Committee, to create four Nature Story Walks. Because of the pandemic, there won't be passports and stamps, but people can take photos of themselves at the Nature Story Walk – email them to the Library – and then claim a prize later in August. The walks will be installed beginning the week of July 13, at the following parks and will be up through Labor Day:

- Garnsey Park (7/17)
- Hayes Nature Park (7.24)
- Veteran's Memorial Park (7/30)
- North Woods Nature Preserve (8/1)

Physical Collection

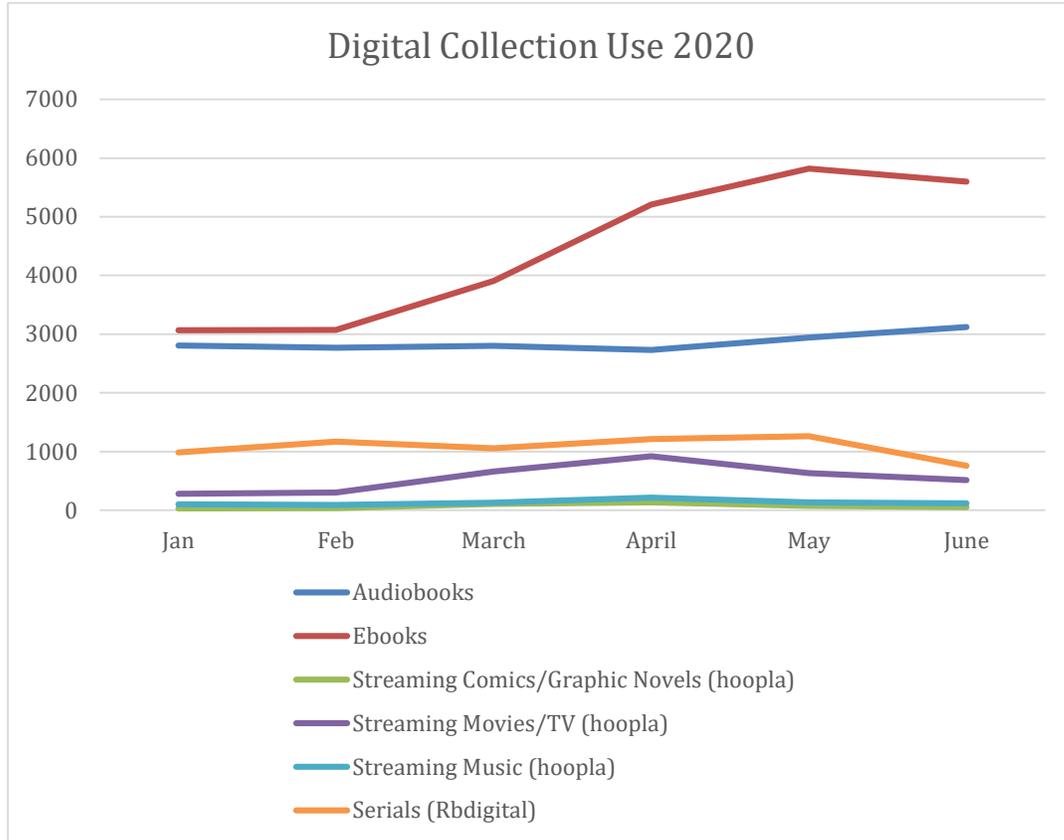
Patrons began returning physical items to the library the week of June 15. The bins loaned by Twin Bridges Waste Company have been very effective. As of this writing, there are still approximately 14,000 items out to patrons that were checked out prior to the March closure. Due dates have been extended to July 30 for those items across the system.

Beginning the week of June 22, Curbside Pickup was made available. Approximately 96 pickups per day were scheduled for the first two weeks of curbside. Between June 22 and June 30, approximately 2,800 physical items were checked out.



Digital Collection Use

Use of the digital collection tapered off a bit in June overall, but 10,171 items were borrowed which is just slightly less than in May.



CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Programs continue to be provided entirely online. Program in June included:

- Super Saturday Tech Topics
- Memoir Writing Workshop
- Summer Reading Club Kickoff Concert
- Virtual Story time
- Evening and Daytime Book Groups
- Virtual craft programs
- Knitting, Crocheting, & More Club – on Zoom
- HTML Fundamentals
- Python Fundamentals



- Buying & Selling on Craigslist
- Journaling for Adult
- Download Ebooks and Audiobooks
- Customizing WordPress
- Myths About Immigrant Ancestors
- Podcast Club
- Streaming Sunday Concerts
- Zoom Chair Yoga
- Zoom reference USA
- Zoom Excel Basics
- Virtual Tour of Historic Buildings in Halfmoon

DEVELOP PEOPLE AND THE ORGANIZATION

Training

Several staff members have taken the Johns Hopkins Contact Tracing Course. This is a free 6-hour course and provides a good overview of information about COVID-19. We encouraged staff to take the training in case we have an exposure and need to inform staff. Those who took the training would then take the lead on how to share that information with staff members.

Friends of the Library Receive Award

The Friends of the Library Section of NYLA has awarded the Friend of the Clifton Park-Halfmoon Public Library, the Daniel W. Casey Library Advocacy Award. This award honors a volunteer member or group of the library community whose efforts have contributed to the growth of libraries or Friends of the Library organizations. Jim Foster worked to put together the recommendation for this state-wide honor. We don't know yet when the plaque will be presented since it usually is done at the NYLA Conference in the Fall – but that is up in the air.



Trustee Petitions and Budget Vote

On July 13 the Governor signed an Executive Order (202.51) that included language related to nominating petitions for special district library votes to be held between September 15 and December 31. The Executive Order allows trustee candidate to gather signatures on petitions. Candidates need to get 70% of the minimum number (25) – so they will have to get 18 signatures. Petitions are still due 30 days prior to the budget vote.

There is still no guidance prohibiting an in-person vote, so we are proceeding on the assumption that the budget vote and trustee election will be held in-person at the Library, and also by absentee ballot.

Prepared by: Alex Gutelius
Library Director

To: Postal Customer

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CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY



Clifton Park-Halfmoon Public Library 2021 Budget Vote & Trustee Election



Marcie Reed Slot

Thursday, September 17 at the Library

7 am-9 pm



What am I voting for? The proposed 2021 library budget and the election of two Clifton Park Trustees to the Library Board. The Library Board of Trustees is made up of 11 elected representatives, seven from Clifton Park and four from Halfmoon. Trustees serve a five-year term and are elected by each town's residents. There are currently two open trustee positions created by the expiring terms of Edwin Rodger and Suzanne Dugan. There are no expiring Halfmoon Trustee seats this year. **There is no tax levy increase this year.**

Where will the voting be held? The vote will take place in the Library, 475 Moe Road, from **7 AM-9 PM on Thursday, September 17** as prescribed by our legislated charter.

Who's eligible to vote? Registered voters, including renters and property owners, in the towns of Clifton Park and Halfmoon who live within the Library District. **Proof of identity is required.**

**CLIFTON PARK-HALFMOON PUBLIC LIBRARY
BOARD OF TRUSTEES**

Russell Wise, President	Megan Brown
Maria McMunn, Vice President	Mathew Cantore
Stephen Meyer, Treasurer	Jason DiGianni
Joseph Gaug, Esq., Attorney	Suzanne Dugan
Alexandra Gutelius, Director	David Golden
	Thomas Madison
	Edwin Rodger
	Purushothaman Srinivasan

**2021 PROJECTED TAX IMPACT
ON HOMEOWNERS**

	Clifton Park	Halfmoon
Full Market Value (MV)	\$250,000	\$250,000
Equalization Rate (ER)	.51	.5675
House Assessed Value (MV x ER)	\$127,500	\$141,875
Estimated Tax Rate Per \$1,000 Assessed Value (AV)	1.2326	1.1077
Taxes Paid in 2021 (AV x Est. Tax Rate)	\$157.16	\$157.16
Taxed Paid in 2020	\$163.09	\$163.09

REVENUES

	Adopted 2020 Budget	Proposed 2021 Budget
Total Tax Levy	\$4,606,724	\$4,606,724
Other Public Funds	\$22,383	\$11,600
Gifts	\$9,000	\$9,000
Interest	\$6,500	\$6,000
Fines & Fees	\$78,000	\$68,000
Fund Balance	—	\$55,675
Total	\$4,722,607	\$4,756,999

EXPENSES

	Adopted 2020 Budget	Proposed 2021 Budget
Salaries & Benefits	\$2,780,269	\$2,800,397
Books, Materials, & Processing	\$332,500	\$332,500
Facility & Equipment	\$305,000	\$316,400
Operations	\$533,150	\$535,080
Bond Payment	\$771,688	\$772,622
Total	\$4,722,607	\$4,756,999

- **Absentee Ballot applications are available in the Library or online at www.cphlibrary.org for those unable to vote in person.**
- An informational presentation of the 2021 budget and trustee candidates can be viewed on our YouTube channel beginning Tuesday, September 1: www.youtube.com/user/cphpubliclibrary
- The market value of properties continues to change at different rates between the two towns. As a result, tax rates—which are based on assessed values—are different depending on what town you reside in. However, properties of equal market value will have the same tax bill no matter what town they are in.



The HVAC (heating, ventilation, air conditioning) contract with Johnson Controls was due to expire this year. Because of the pandemic, the bid process did not get started.

The current vendor, Johnson Controls, is willing to extend the contract for a year at the current price of \$26,388. The Buildings & Grounds committee has approved this extension. Because of the cost of the contract, full Board approval is required for this expenditure.

Recommendation

It is recommended that the contract with John Controls be extended for one year from August 1, 2020 to July 31, 2021 at a cost of \$26,388 annually.

The Library Reopening Safety Plan is based on guidance provided by New York State, and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated at a minimum of every two weeks.

The Ad Hoc Reopening Committee will be advised of any updates and the updates will be presented for formal approval at the next regularly scheduled Board Meeting.

PEOPLE

Workplace Activity

- During Stages 1 and 2 of the Library Reopening Services Plan, staffing levels will be limited to only those employees who are necessary for the services.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to no more than 50%.
- Other employees will continue to work from home.

Physical Distancing

- During Phase II (Stages 3 & 4 of the Library Reopening Services Plan), each area of the library will be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, employees must wear a face covering that covers both their mouth and noseⁱ.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room, supply room in TP).
- Employees must wear a face coveringⁱ when walking through the building in any area.
- Employees must wear a face coveringⁱ when working at a service desk.
- Employees must wear a face coveringⁱ when working in the circulation workroom and Piracci Board Room, unless they are seated at their own desk.
- Employees must be prepared to put on a face coveringⁱ if another person unexpectedly comes within six feet.
- Seating in the break room will be limited to ensure social distancing.
- Patrons will be required to wear a face covering when in the Library building. Patrons shall not be permitted to enter the library without a face coveringⁱ, if medically able to tolerate one, and are over the age of two.

ADA Accommodations

- Employees will not request medical or other documentation from a patron who declines to wear a face coveringⁱ and will provide alternate methods service including but not limited to:
 - Curbside pickup of library materials
 - Telephone reference and reader's advisory service
 - Technical support via email or telephone
- For patrons needing disability accommodations while the Library is operating under conditions to reduce the transmission of COVID-19, please call Alex Gutelius, Library Director at 518-348-7512 or write to cphdirector@sals.edu or Alex Gutelius 475 Moe Road, Clifton Park, NY 12065.

Meetings/Trainings

- Staff and department meetings will be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear masks.

Signage and Social Distancing Markers – Staff Areas

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape will be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room)
- Only one person at a time will be allowed in the elevators

Signage and Social Distancing Markers – Public Areas

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- Library materials return bins will be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons.
- Patrons will be reminded to wear face coveringsⁱ when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4).
- Social distancing marker and stanchions will be used to guide patrons when lining up at a service desk.
- Signage and floor markings will be used to encourage one directional traffic in and out of the library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.

- Signage will be posted inside and outside of the Library, consistent with DOH COVID-19 guidance, reminding employees and patrons to:
 - Cover nose and mouth with a mask or cloth face covering.
 - Properly store, and when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19 to supervisor.
- Follow hand hygiene and cleaning guidelines.
- Information will be posted informing patrons how to request ADA accommodations.

PLACES

Protective Equipment

- Reusable masks will be provided to employees for their use. Masks will be [worn properly](#), and discarded or washed properly. Employees are responsible for [washing their own masks](#). Employees may also wear facemasks of their own including homemade cloth masks as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when handling materials or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people will be required to wear a mask when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons will be required to wear a cloth face coveringⁱ when entering the library building and the face covering must remain in place at all times while in the building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields will be installed between the public computer workstations.
- Plexiglas shields will be installed at all staff workstations including the Circulation Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

Services

- Vending machines will be disabled through at least Stage 4.
- Water fountains will be disabled through at least Stage 4.

Hygiene and Cleaning

- Cleaning logs will be maintained documenting the date, time and scope of cleaning.
- The cleaning logs will be checked by the area supervisor at the end of each shift
- The cleaning logs will be kept in the following locations:



- Circulation workroom bulletin board
- Piracci room at sink
- ASK desk between workstations
- YS desk between workstations
- Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or masks.

Shared Workstations

- Shared workstations at the circulation and reference desks will be cleaned before and after each shift.
- Items to be cleaned include but not limited to:
 - keyboard
 - plastic edge of monitor
 - mouse
 - phone
 - desensitizer
 - case un-locker
 - receipt printer
 - counter area

Circulation Workroom

- frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
 - Printers
 - Copiers
 - Bathroom door handles
 - Push bars for the exit doors

Book Carts

- Staff will wipe down the handles of book carts before and after moving the cart

Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).



Library Reopening Safety Plan

NY Forward Phase Two/Library Stages 1 through 4 | July 20, 2020

- Employees are responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
 - keyboard
 - plastic edge of monitor
 - mouse
 - phone
 - receipt printer
 - counter area

Library Materials

- When library materials are returned, they will be quarantined for a minimum of 96 hours before being checked in and reshelved.
- Employees will wear gloves when handling returned materials.
- Sanitizing wipes will not be used unless materials are dirty.

Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.
- Baskets and carts used by patrons will be wiped down at least once a day.



Common Staff Areas

- Staff members using the break room must wipe down surfaces after using them including but not limited to:
 - Fridge door handle
 - Microwave
 - Faucets
 - Kettle handle
 - Coffee machine buttons
 - Water cooler buttons
 - Counters
 - Lunch table

Communication

- Information updates will be provided to employees via the Intranet, email, signage and during staff meetings.
- Information updates for patrons will be posted on the Library's website and via social media
- Staff will be provided scripts to help when providing patrons with instructions regarding the mandatory use of face coverings while in the building.
- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. Contractors and service providers must follow the procedures outlined in the addendum on page 9.
- The employee health screening log will provide a list of employees who are working on site by date. This log will be maintained by the Business Manager.
- The Library will not keep a log of patrons who enter the library.
- If an employee tests positive for COVID-19, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

PROCESSES

Screening and Testing

- Mandatory daily health screening is required for employees who are working at the library.
- Employees will be required to complete a questionnaire that determines if the employee has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
 - tested positive for COVID-19 in the past 14 days or
 - has experienced any symptoms of COVID-19 in the past 14 days
 - according to [CDC guidance](#) the term symptomatic includes employees who have the following symptoms or combination of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
 - Traveled within the last 14 days internationally or traveled to any of the states of the [DOH Travel Advisory list](#).
 - A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.
- If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.
- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. If an employee has had close proximate contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their supervisor and follow the above protocol for a positive case.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and the employee may return to work upon completing 14 days of self-quarantine.

Tracing and Tracking

- The Library Director or Business Manager will notify the Saratoga County Department of Health and DOH upon being informed of any positive COVID-19 test result by an employee.
- Library administration will cooperate with the local health department to trace all contacts in the library and will notify the health department of all employees or vendors who entered the library dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintaining confidentiality as required by law.
- Supervisors will notify employees that they may have been exposed to COVID-19. Employees will follow the protocols outlined above under Screening and Testing.

Cleaning and Disinfecting

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building will close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.



Contractor/Service Provider Protocol Addendum

- Meeting with Contractors or service providers should take place virtually as often as possible, to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before enter the library.
- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES response to the screening checklist, visitation or contractor work is forbidden.
- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
 - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
 - Practice social distancing at all time.
 - Wear a face covering.
 - Practice expected hygiene regarding washing hands

Personal Protective Equipment/Supplies Inventory Addendum

In order to open the Library, and adequate supply of the materials listed below must be confirmed

Item	Specifications	Recommended Quantity
Masks (disposable)	Disposable masks for emergency use by patrons/vendors	200
Masks (washable)	Washable cloth masks / 3 per employee	3 per employee (approx. 360)
Gloves	Nitrile and vinyl	Min. 30 day supply
Face shields	Protective face shields	1 per employee
Infrared thermometer	Medical infrared thermometer for screening staff	2
Disinfectant spray/wipes	EPA-approved disinfectant	Min. 30 day supply
Spray bottles	Plastic spray containers for disinfectant	30 bottles
Hand sanitizer	Sanitizer with alcohol 60%	Min. 30 day supply
Hand soap	Hand soap for patrons and staff	Min. 30 day supply
Paper towels	Paper towels	Min. 30 day supply
Sneeze guards	Plexiglas shields	Installed at each service desk (when public allowed back in building)

ⁱ Masks or face coverings must be worn properly, with both the mouth and nose covered.