

Southold Free Library Board of Trustees  
Minutes May 27, 2020  
Zoom meeting

Meeting Opened at 5:31pm

Present: David Robinson, president, Caroline MacArthur, director, Heather Romanelli, Martin Faint, Chris Gallagher, Bridget Rymer, Larry Jungblut, Cheryle Amara.

Excused: Mark Heidemann

No Public present. Staff Present.

Minutes of 4/22/2020 meeting Approved.

Treasurer's Report: Donations going to Memorial Maintenance.

Director's Report: A system was set up for staff to contact patrons. As of May 8<sup>th</sup> over 330 patrons had been contacted by phone or email. Tech help has been ongoing for patrons through this method along with the online chat that's in place.

The audit has begun. Caroline and Marjory ave been compiling paper work being sent to the accountant. Penny and Dana have been working on preparation for the Summer Reading Program. Online materials downloads continue to increase. Increase is up 30% since last year during April. Unique users went from 256 (2019) to 334 (2020). Total downloads in April went from 1410 (2019) to 1845 (2020). In the first month of Hoopla 85 items in various formats were downloaded or streamed. Logins to online data bases also saw an increase.

The most recent order of bricks have arrived and Chris Mohr will be contacted for installation.

The PPE 3-D project has wrapped up. The need has been met in Suffolk County.

Finance: The school didn't mention the Library's 0% increase on their flyers. Larry suggested we put the information on social media.

Policy: The final draft of Disaster Plan was discussed. Larry moved, Bridget 2<sup>nd</sup> to Approve. Unanimous. A suggestion was made to have a table top practice some time in the near future. The Fines policy was also reviewed. Martin moved, Cheryle 2<sup>nd</sup> to Approve. Unanimous.

Long Range Planning: The committee has been working on a survey for patrons. They will be meeting again next week and sharing with the board.

Grants: No report.

Buildings and Grounds: The library lights can only be controlled manually. Keith from NFWW has been helping out. A public thank you to NFWW was discuss ed.

Marketing: Regarding website traffic, there has been more traffic from Social Media. There has been a 10% increase in older patrons visiting site. 8% more individual users spending more time on site. Returning patrons are up 10%. These numbers are an increase from last year at this time. Bridget and Caroline are working on a Summer

newsletter.

Old Business: The book shelves are being completed. Approximately 10 weeks. There will be no payment until the job is completed.

New Business: The State phased re-opening plan Phase One has begun. Caroline will be providing information and supplies for staff. Online/electronic presence continues. Caroline mentioned the library can have UFC light to help recirculating air with HVAC system.

Larry moved and Bridget 2<sup>nd</sup> to adjourn meeting.  
Meeting Adjourned at 6:07pm

Respectfully Submitted,  
Cheryle Amara  
Secretary