

**Woodbury Public Library
Board of Trustees Meeting
April 16, 2020
Remote Meeting**

Trustees in Attendance:

Dorothy Morris, President
Patricia Conques
Patricia Coogan
Angela Cooper
Ellie Pastel
Cathy Schmidt
Gail Tummarello
Also present:
Sara Johnson, Library Director

Trustees Absent:

Pat Conques

The meeting was called to order at 3:35 p.m.

Acceptance of Minutes:

Motion by E. Pastel, seconded by A. Cooper to accept the minutes of the February 25th meeting. All voted in favor of said motion.

Temporary Suspension of Auditing:

Motion by P. Coogan, seconded by C. Schmidt to authorize the temporary suspension of auditing vouchers on site at library. All voted in favor of said motion.

Vouchers Approved for Payment:

Motion by C. Schmidt, seconded by D. Morris to accept 16 vouchers for payment. All voted in favor of said motion.

Approval of New Policy:

Motion by E. Pastel, seconded by C. Schmidt to approve the Woodbury Public Library Remote Work Policy. All voted in favor of said motion.

Approval of New Policy:

Motion by D. Morris, seconded by E. Pastel to approve the Woodbury Public Library Disaster Plan/Pandemic Policy. All voted in favor of said motion.

Adjournment:

Motion by C. Schmidt, seconded by A. Cooper to adjourn the meeting at 4:05 pm. All voted in favor of said motion.

Next Meeting:

The next meeting will be held remotely on Tuesday, April 28th.

Respectfully Submitted.
Patricia Coogan Secretary

Director's Report

April 2020

From: Sara Johnson, Director

To: Woodbury Public Library Board of Trustees

Personnel

All hiring has been paused.

Marketing

Facebook: 266 Likes; 289 Follows

Programs

We now have a READSquared website. READSquared is an online reading challenge and engagement software that we will be using beginning with summer reading. Program staff will create challenges for patrons to complete to earn badges and prizes. Patrons can also log reading and write book reviews. We were able to get this software for free because of a NYS contract.

We are projecting that our Summer Reading Program will be almost entirely online. We are currently looking into the option of an app; there would be an additional cost of \$100.

Circulation Statistics

March 2020

Physical Collection

	HML 2019	HML 2020	CVL 2019	CVL 2020	Total 2019	Total 2020
ILL Loans	821	371	400	174	1221	545/ 1090
ILL Borrowers	672	451	404	187	1076	638/ 1276
Adult	951	522	284	135	1235	657/ 1314
YA	153	103	43	41	196	144/ 288
Children	585	295	529	210	1114	505/ 1010
Audiobooks	129	35	48	9	177	44/ 88
DVDs	593	225	181	56	774	281/ 562

***Note that our physical collection was only in circulation for the first two weeks of the month. Total numbers in bold indicate the projection circulation had we not closed halfway through the month.**

Digital Collections

	Books	Audiobooks	Movies/TV	Music
Hoopla	43	39	8	2

70 Patrons registered; including 17 new patrons in March

	Movies/TV	Classes
Kanopy	34	92

2019

2020

	Books	Audiobooks	Books	Audiobooks
Overdrive/Libby	360	182	431	191

Universal Class: 23 lessons viewed

New Library Cards: 12 new patrons since beginning online registration

Covid-19 Library Response

We continue to be closed to the public but staff continue to work remotely updating our website and social media channels, creating passive and remote programs for patrons, compiling resources, and completing webinars and other online training.

RCLS is putting together a list of recommendations for all libraries to follow regarding reopening. These recommendations follow State and Federal government advice and regulations as well as that of the library community. It has been repeatedly stressed that it is important for libraries to reopen in coordination with each other so as to not put a strain on resources and confuse patrons.

Notifying patrons of reopening

Phone notifications: discussing with the Library System the possibility of customizing a prerecorded message going out to patrons who opt for phone notifications. We currently have 2305 patrons with phone notifications. Since this would be a cost for the entire system it is being presented at a Director's Meeting next week for discussion.

I am working on an article for the Photo News along with a section written by President Dorothy Morris to inform the public through another avenue along with notices that are currently being posted on our website, Facebook, and sent through the School District's and Parks email list. , nita also created a posting for Channel 22 and was in touch with WTBQ, the local radio station based out of Warwick, for a potential advertisement or program spot.

Staff Procedures

Staff are submitting weekly work summaries, at first through email, now all staff are expected to submit through an online form on our Staff LibGuide.

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