

**Meeting of the Board of Trustees  
Eastchester Public Library  
February 24, 2021**

**Present:** Robert Cartolano (President), Library Director Tracy Wright, Rosetta McArdle, Astra Tudisco, Jim Martin, Pat Murtagh and Darlene Reda.

Due to the ongoing COVID-19 pandemic, the Board met via Zoom. The meeting was called to order at 6:41 p.m. The January 20, 2021 minutes were presented and reviewed. The minutes were approved subject to three revisions.

**President's Report**

President Cartolano is looking at COVID numbers in the context of reopening; WC numbers are still high.

**Director's Report**

Director Wright noted that Westchester County numbers are still very high. White Plains library stopped curbside pickup through March 8 due to having to quarantine. EPL will stay the course for now. Trustee Murtagh suggested posting on the EPL website that we are continuing curbside pickup in an abundance of caution—and celebrate our successes!

Tina Zaccardi will be doing two more classes—in March and April. Mystery Club has drawn patrons from as far as Texas! Oath of Office letters will be going out to board members.

It does not appear that it will be worth submitting the form for E-Rate as it will only pay for 20%. WLS is pushing for upgraded phone system requiring updated wiring; the question is, can we wait? Even though we probably could use updated wiring, we are not in a hurry even though WLS may be. Altice can bring wires to building and give a drop. Use of “Totally Wired,” a local electrician, was mentioned. President Cartolano suggested pushing back on costs; determining if we can continue using current phone service for one more year; asking why the system is considered obsolete. Trustee Martin asked about the specs on the wiring, noting that it might be ethernet-based. Trustee Martin and President Cartolano offered to join in on a telephone call with Director Wright to ask the above questions. Trustee Murtagh asked if it is possible to share costs with other libraries. Director Wright noted that Greenburgh is the only other library she has heard is doing this.

All work has stopped on the handicapped bathroom. Tiles are about halfway done.

**Building Committee**

Handicapped Bathroom: Issues persist; it was discovered that Mike had started fixing with “flex tape” liquid version rather than “thorough seal.” Products used were not in specs. Until water issue has been resolved, the Board instructed Director Wright to stop the project.

Action items re capital budget planning: Director Wright is obtaining estimate for walls/top for submission to Town Hall.

Windows: will not see physical activity until after shop drawings have been approved; it will likely be 2-3 weeks before we get drawings. We are looking at 12-16 weeks from now for installation and completion in July.

New cabinets, including installation, in the kitchen were funded by the Friends. Town did a very good job clearing snow out of the parking lot during the recent storms.

### **Old Business**

Trustee Tudisco began looking into strategic planning information and found other libraries' plans online. Process will be more complicated than originally anticipated. Trustee Tudisco suggested that we should incorporate community input. Trustee Martin noted there are three levels for a strategic plan: 1 year (immediate future), 3 years out and 5 years out. President Cartolano stated that the strategic director at Columbia uses values of advancing knowledge and inspiring discourse. What do you aspire for? Discussion ensued regarding preparing the strategic plan in-house vs. hiring an outside agency.

### **New Business**

None.

The meeting was adjourned at 8:05 p.m.

Next meeting is scheduled for March 24, 2021.

Respectfully submitted,

Darlene E. Reda