

## Directors Conference Call – 2/4/2022 – GoToMeeting

Welcome Xina Sheehan, new director in Franklin.

Congratulations to Andes for going live with automation next week.

Going forward, we'll plan for a Directors Conference Call on the first Thursday of the month. The next one will be on Thursday, March 3 at 3:30 PM.

**Presentation by Dr. Chris Ryan** – Dr. Ryan joined the group to discuss Upper Room Germicidal Irradiation – a technique used to clean the air that has been in use for decades. See the attached slides for more information on the technology and basic pricing. The devices are eligible for construction aid. If there is sufficient interest, Steve will arrange for a meeting with a vendor.

**State Budget** – The Governor's budget is good and bad. She included an additional \$2 Million in basic aid for libraries (still below the statutory minimum), but she also cut \$20 Million from construction aid. 4CLS is arranging virtual meetings with our state legislators on or near NYLA's Advocacy Day on March 2.

In the meantime please use NYLA's software to send a message in support of library funding to your state legislators – [Click here to send the message](#)

**ARPA Update** – Our system's application for ARPA funding was approved. Steve will be in contact with libraries that signed up for computers to confirm before orders are placed. Libraries will be able to choose desktop or laptop computers. We cannot fund the entire request. Reminder—these computers must be for patron use.

**Annual Report** – The next annual report webinar will be held on Monday, February 7 at 2 PM ([Register here](#)). The session will focus on Section 3 (Programs) and include an opportunity to ask question about any section of the report. Recordings of previous webinars are available on the Annual Report Libguide - <https://4cls.libguides.com/AnnualReport>

The deadline for completion of the annual report is February 28.

**Policy Webinar** – The next webinar in our monthly series will feature the Patron Code of Conduct. Libraries need policies of this sort to govern the behavior of individuals in the library. A good patron code of conduct protects staff and patrons by identifying objectionable behavior in the unfortunate event that bad behavior must be addressed.

Join us on Thursday, February 24, at 2 PM – Steve will give an overview of the reasons for, and basic elements of, a patron code of conduct and Josias Bartram, Director of BCPL, will speak about the recent revision of BCPL's policy. [Register here!](#)

**Other Discussion** – Libraries are interested in sharing policies for closing due to weather. Many close if the schools close – be aware that sometimes it snows on a school holiday. Send your policy to Steve ([sbachman@4cls.org](mailto:sbachman@4cls.org)) and he will put them in a google drive for review. Mos

Libraries are required by the minimum standards to compile an annual report to the community. There aren't a lot of rules about what the report looks like. It is customary to report basic financials (income & expenditures), measurable stats (circulation, programs, etc), and provide a narrative section to tie it all together. Libraries have presented reports in formats such as bookmarks, brochures, newsletter articles, infographics, etc.

A great time to build and send the annual report to the community is just after the completion of the state annual report. The data is already compiled.

Send a copy of your latest annual report to the community. Steve will put them in a google drive for sharing.

Paul in Vestal is working on an evolving adult summer reading group. For more information, contact Paul at