

**Lee-Whedon Memorial Library**  
**Special Board Meeting April 27<sup>th</sup>, 2020**

Present: I. Mark, C. Kiebala, S O'Dea, D. Schwert, B. Connors, Cooper, K. Mostyn

Open Meeting was held. No one was in attendance.  
C. Cooper called the meeting to order at 4:17 p.m.

We now have a monthly subscription to Zoom. It is \$15 a month and can be cancelled at any time. This way we have unlimited time for our meetings. Our staff meeting last week disconnected before we had finished because you only get 40 minutes per meeting with a free subscription.

C. Cooper discussed the Governor's phased reopening plans. Are we included with schools? Downstate and upstate will have different timelines for reopening. Everything will be based on a 2 week decline in cases in your area.

C. Cooper attended the NIOGA teleconference on Wednesday, April 22. Once we begin reopening Rob will begin delivering materials on a county basis. One county per week because of the backlog of materials everyone will have. There will not be ILL available until after the backlog has been dealt with to avoid compounding the amount of material Rob will have to deliver.

The NIOGA Annual Dinner has been cancelled. NIOGA is concerned that with the State budget reductions they may need to reduce their staff and they are already working with a skeleton crew.

C. Cooper spoke with Lisa Erickson about the Construction Grant and HVAC bid issues. Paul Kenna is working on getting someone to visit the library and provide an estimate for the HVAC replacement so we can submit that to NYS.

C. Cooper still has not received the list from Civil Service. She will call tomorrow and enquire on the status of K. Mostyn's application.

K. Mostyn has the job posting ready to go for her position. She just needs to publish the page on our website and then send the link to Katie at Civil Service. C. Cooper will ask about that as well when she calls tomorrow.

Library staff had a zoom staff meeting on Thursday, April 23. Our anticipated timeline for reopening was discussed. Staff will return on a limited basis on May 11. They will need to clear the backlog of materials that have been returned prior to our reopening. They will also receive some new training regarding safety protocols and online programming. May 15<sup>th</sup> is our anticipated soft opening. We will begin offering curbside pickup only. Patrons can call in and request material to be picked up. When patrons arrive at the library they will open their back window or trunk and text the library to let staff know they are there. A staff person will then bring out their bagged materials and place them in their car. This will be available Mon-Fri from 12noon – 6pm. Part time staff will have reduced hours during this time.

Once patrons are allowed into the building –hopefully June 1, we will have several new policies and procedures in place. A staff member will be stationed at the doors with hand sanitizer. Every person that enters the building must be wearing a mask and will need to use the sanitizer. If we were to require patrons to wear gloves, we would have to address what type of gloves are allowed and so

forth so at this point, requiring hand sanitizer may work better. We will only allow a limited number of people into the building at a time. One person will be at the desk to check materials out and assist patrons. Signage will be placed on the floor and protective shields placed around the desk. Patrons will scan in their library cards and material for checkout. After scanning all materials, DVD cases will be passed through for staff to insert the discs. All materials that are returned will be isolated for 72 hours prior to checking in and reshelving. Returned materials will be placed on carts in the foyer. The following services will not be provided for at least the first month that patrons are allowed access to the building: notary, fax, and computer access. Printing and copying will be self-serve only with no staff assistance. It is important that we keep staff safe so we are trying to minimize contact with patrons as much as possible.

Staff will be required to wear gloves and masks at all times. Gloves will need to be changed every time they finish a transaction where they touch materials from a patron.

L. Pritchard and S. McAllister are working on virtual story times. There are many copyright issues with this that must be addressed first.

C. Cooper has ordered a thermometer to test staff prior to starting their shifts. We will be ordering signage and plexiglass shields from Takeform. C. Cooper will follow up with them. The Post Office is using shower curtains but that would not be a long term solution for us.

S. Kleinhans ordered nitrile gloves and hand sanitizer from Amazon. She was unable to purchase Lysol wipes but will keep looking.

S. McAllister will need to have protective shields placed around her desk. She is the only person whose desk is not in a back office but instead out with our patrons.

Our regular board meeting will be in 2 weeks on May 11. We are hoping to have a better idea about how to proceed with the Board election by that time. Additionally we are hoping to have a better idea of the Governor's plan for reopening by then.

The meeting adjourned at 5:02 p.m.

Respectfully submitted  
K.M. 4/27/2020