

NORWOOD LIBRARY BOARD MINUTES

From: Kathryn Boswell

Date: May 21, 2020

Members in attendance (via zoom): Ulana Ballan, Kathryn Boswell, Alice David, Denise DiVincenzo, David Fenton, Kathleen Hartman, Amanda Jones, David Mudry, Steve Murray

Members absent: Leonard Halpern

Guest in attendance: Molly Andrasik

The meeting was called to order by Kathleen at 6:35 p.m. on April 17, 2020.

There is no Friends Report; however, it was noted that the Friends are buying books for the Community Lunch Program for Kids to distribute with their June food distribution.

The Library Outreach Committee has not met.

A motion made by Alice to accept the consent agenda was seconded by Ulana and passed unanimously.

After inquiry, it was determined that no conflict of interest existed for any new or old business.

A motion was made by David F. to pay the outstanding bills, as audited by Steve. The motion was seconded by Alice and passed unanimously.

Old Business:

The interior shelving has been delivered and is finished. Amanda notes that it is easily moveable, which will provide flexibility for future use.

The perimeter shelving was measured wrong for the windows and will need to be re-done. This will involve a delay of some weeks – the time is not determined – but will be done at no cost to the Library. Amanda can begin to shelve new books as well as some others with the shelving we now have, in preparation for opening.

Some electrical work remains to be done when the perimeter shelving is complete, as well as some work on the floor.

Policy Updates/Revisions:

New Infectious Disease Policy. The Board approved the new policy with two changes: adding “computers” to areas of frequent use to be disinfected, and correcting the social distance under part 6 to “six feet”. A motion was made by Alice to approve the policy with changes. It was seconded by Denise and passed unanimously.

Ulana asked about the necessary training involved. The Director and staff will undergo training by means of videos provided by the NCLS, in conjunction with the NY State Dept. of Health.

David M. has recommended a sneeze guard, which will be ordered from amazon.com and installed in front of the circulation desk before the Library is opened to patrons.

New Pandemic Closure Policy

Alice made a motion to approve the new policy with minor corrections. The motion was seconded by Steve and passed unanimously.

Alice asked about the Committee to oversee the policy. The Committee is to consist of the Director and the Board President as well as any Board member who would like to be included.

Revised Patron Responsibility Policy

Kathleen suggested a change under section I of “Patron Responsibilities”: *“In event of a public health crisis, if local, state or federal mandates or directives from disease control officials are issued, then any patron older than 2 years will be required to follow the mandates or directives, including wearing a face mask, maintaining social distancing, etc., until such time as these mandates or directives are lifted.”* This change makes the policy applicable for future health crises as well. A motion to accept the revised Patron Responsibility Policy, with the change offered by Kathleen, was made by David F. and seconded by Alice. It passed unanimously.

New Business:

NY State Business Reopening Plan

The Board reviewed the state Plan. It was suggested under section III, Process, that the Director and staff can check and log their temperature and health status at home, and check in by phone before coming in to work.

Date for re-opening: Originally the Libraries had been slated for re-opening in Phase Four of the NY State re-opening plan, which would have placed our opening in July. However, libraries are now included in the first phase of re-opening. Susan Mitchell advises us to take our time and aim to begin a phased re-opening on June 2, in accord with Phase Two of the NY State re-opening. Amanda noted that NCLS would prefer a uniform opening across the system, although the decision rests with the Library Board. 50% of library staff are allowed to work at a time (which, in our situation, means one person only).

The re-opening date must be approved by the Board. This decision will be made by email, provided there is a consensus.

The opening will begin with curbside service. There will be no ILL for some time, so this will be limited to our own collection. New books and DVD’s will be available. Patrons will be able to call or contact the library online or through the library app, and staff will bring books out to a cart where they can be picked up.

Molly asked if it might be possible for volunteers to assist with phone calls from home, since the staff will be limited to a single person. Amanda will check on this.

Steve suggested the possibility of a walk-up window as opposed to a cart outside. Some libraries are doing this, although it would be more difficult with our building and setup.

It was suggested that the loan time be extended during this first phase, but it was decided that it would be best to stick with the two-week time, since we are limited to our own collection.

We will be required to be open 25 hours a week to begin; however, Amanda suggests we will do best to stick to our usual hours, 30 hours a week, for the convenience of our patrons.

Amanda says that we have enough cleaning supplies, and we will have sufficient PPE for staff.

Communication with the public:

Kathleen notes that we will need signage to let people know about the mask policy. The library will not provide masks for patrons. There was discussion regarding enforcement of this policy. We can tell people that it is a requirement, but not force compliance. It was suggested if a patron has no mask the staff can offer to find a book and bring it outside for them.

It will be helpful to communicate what books we have available. We might be able to post a list of new books in the paper and/or print a list that we include in bags for patrons when they pick up their books.

Meeting adjourned at 7:33 p.m. A motion to adjourn was made by Denise and seconded by Ulana. It passed unanimously.

The next meeting will be June 18, 2020, at 6:30, by telephone conference.

Respectfully submitted,

Kathryn Boswell