

**Clarence Public Library Special Board of Trustees Meeting Minutes  
December 16, 2020 via ZOOM at 5:30 PM**

I. Roll call: The meeting was called to order at 5:31 PM.

Present: President Judy Hilburger; Secretary Joseph Zinni; Treasurer Marjorie Ebersole; Trustee Marlene Arno; Trustee Stacey Jafarjian; Library Director Monica Mooney; Town Board Liaison Christopher Greene

Excused: Trustee Joan Schultz.

Guests: Sarah Mclean-Plunkett and Jeremy Cassidy.

II. Approval of Minutes from November 23, 2020

- The minutes were approved with no changes.  
*Motion: M. Ebersole. 2<sup>nd</sup>: M. Arno. Unanimous.*

III. Public Comment

- Judy notified the Board that she has asked two people to join the board, Sue Powers and Dawn Olczak and they have accepted. They have submitted their applications to the Town and are awaiting approval. The board voted unanimously to accept the applications.
- Judy, Monica and Marlene attended the recent ACT virtual meeting. Much of the discussion revolved around policies and standards. They suggested that each library should revisit their policies once per year. Also, they will be updating the Trustees Handbook to reflect the changes that were discussed in the meeting.

IV. New Business

- **Micro-Cluster Zone Plan Modification** – Monica presented the Board the plan to safely re-open the library while in the Orange Zone. Sarah and Jeremy were invited to the meeting and participated in the presentation. Patrons and politicians want to see the library open and currently, patrons can go to other libraries who have remained open to the public.

The library will continue to offer curbside pickups, virtual programming, quarantine returns for 96 hours, sanitize the library, and enforce social distancing and mask wearing. Monday through Saturday the library will be opened to patrons for browsing between 12:00-4:00 PM. Computer usage will be limited to 1 hour, while Wi-Fi, printing and photocopying will be available.

The meeting room will be suspended from public use, in-person programs will be suspended and the building capacity will be limited to 50% or a maximum of 65 people at one time. Also, the staff will encourage patrons to use the self-checkout

machines and pay their fines online. Donations will not be accepted while the library is in the Orange Zone.

*The board approved to amend the Micro-Cluster Zone Plan.*

*Motion: J. Zinni. 2<sup>nd</sup>: S. Jafarjian. Unanimous.*

- **Red Cross Blood Drive** – Monica has rescheduled the blood drive 4 times since March. There is a planned blood drive for Tuesday, December 29<sup>th</sup> between 2:00-6:00 PM. Monica would like to proceed with the blood drive as it will help the Red Cross and if a certain amount of blood is donated, money will be provided to a scholarship in the Clarence school district. The Red Cross will be responsible for sanitizing their work stations and Monica will have an air purifier in the room on this date. Also, Mike will complete a deep clean on the following day.

*The board approved of the Red Cross using the meeting room for the blood drive.*

*Motion: M. Arno. 2<sup>nd</sup>: M. Ebersole. Unanimous.*

#### V. Next Meeting

The next meeting is scheduled for Monday, January 25<sup>th</sup>, 2021 at 7:00 PM. The public is welcome to attend.

#### VI. Adjournment

The meeting was adjourned at 6:29 PM. *Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous.*

*Submitted by J. Zinni*