

Clarence Public Library Board of Trustees Meeting Agenda
Tuesday, May 26, 2020, 7:00 PM

Live Conference Call / GoTo Meeting Video Conference

I. Call to Order at 7:05P.M. by President Judy Hilburger.

II. Roll Call:

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

Excused: Vice President Michele Mogavero

III. Approval of Minutes from April 27, 2020

- The minutes from the April 27, 2020 meeting were approved with no changes. *Motion: M. Ebersole; 2nd M. Arno. Unanimous*

IV. Claims Audit:

- There were no checks written from the County checking account to be reviewed. The board reviewed checks for May 2020 from the Trustees checking account.

A motion was made to approve the Abstract of Audited Vouchers for Trustee Checking Account: 21t – 22t. *Motion J. Schultz; 2nd M. Arno. Unanimous*

V. Unfinished Business

- **Draft Reopening Plan** – The plan will follow the New York Forward Safety Plan template. The funds for reopening will be taken from the operating budget. Curbside pickup can begin on June 1st, but each library doesn't have to begin offering this service on that date. Monica doesn't believe that our library will be offering this service on that date and plans on waiting until June 8th. This is the possible re-opening date of the library and she is still developing a plan for this service. There will be limited services offered during Phase I, but they will be expanded during the successive phases. There will only be 1 chair per table, but tutoring is available through the entire system with a 1:1 ratio. Each person is required to wear a mask and must sit at least 6 feet apart. Also, the tutor must make an appointment ahead of time.
Motion M. Ebersole; 2nd M. Arno. Unanimous
- **Draft COVID-19 Reopening Safety Plan** - The plan will follow the New York Forward Safety Plan template. Monica is purchasing 2 new hand sanitizer stands from the operating budget. There will be hand sanitizer provided for the staff separately. The Town does not have any sanitizer available, but New York State does. Chris can reach out on our behalf to secure additional sanitizer if we need it. The staff will also be provided with a zip lock bag, 1 cloth mask and 1 disposable mask. Disposable gloves and face shields will also be provided to the staff. The library will need to take the temperature of each staff member at the beginning of their shift. The library will resemble more of a retail operation once it's open. Each staff member will be responsible for cleaning and wiping down areas. Spray bottles with disinfectant and paper towels will be used to clean tables, counters, checkout machines, computers, etc. Monica will develop a schedule to determine who will be responsible for quarantining the returned materials each day. Customers must wear masks to enter the library and this will be strictly enforced. A staff member will be outside of the building to ensure that all customers are wearing masks. The board agreed last meeting that the library will not provide masks to customers. Also, there will be a limited amount of customers permitted inside the building at any one time during Phase I. The staff member that will be stationed outside of the building will have a manual clicker to count the number of people in the building at one time. Signage will be displayed throughout the

building and it will conform to the library system's signage. The water fountain will be closed until further notice.

Motion J. Zinni; 2nd J. Schultz. Unanimous

VI. New Business

- **Temporary Open Hours upon Reopening in Phase II** - Monica has suggested that the library be open for 6 days. The library would be open between 10:00 AM-6:00 PM Monday through Thursday and 10:00 AM-4:00 PM on Friday and Saturday. These hours would include limited hours for curbside pickup, which have yet to be determined. Monica does not believe that the hours would be expanded until Phase III at the earliest. These hours account for cleaning in the morning before the library is open to the public and one hour after the library is closed to the public.

The board voted unanimously to approve the temporary hours.

- **Curbside Pickup** – As mentioned above, there will be limited hours for this service. Monica wants to prevent customers from parking in the fire lane and Chris will look into having additional signage installed in this area. The customer can either place a hold online or call the library to request the material. They will be directed by a staff member on when they should arrive to the library. Once the customer arrives and is in a parking spot, they will have to call the library to advise them that they are present and provide a description of their vehicle to the staff member. A staff member will take the material to the customer's car. The staff member will be wearing mask and disposable gloves. Judy suggested that we include an advertisement in the Clarence Bee to notify Clarence residents that this service will be offered

VII. Next Meeting

The next meeting is scheduled for Monday, June 29, 2020 at 7:00 P.M. The public is welcome to attend.

VIII. Adjournment

A motion was made to adjourn the meeting at 8:15 P.M. *Motion: M. Ebersole; 2nd J. Zinni Unanimous*

Submitted by J. Zinni