

**Clarence Public Library Board of Trustees Meeting Minutes**  
**December 21, 2020 via ZOOM at 5:30 PM**  
**Draft**

I. Roll call: The meeting was called to order at 5:30 PM.

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

II. Approval of Minutes from December 16, 2020

The minutes were approved with no changes.

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

III. Public Comment - None

IV. New Business

- **Clarence Public Library Micro-Cluster Zone Plan Modification**

Following the special board meeting last week, Monica attended the director's meeting and the system's meeting to discuss plans for re-opening. After those meetings, the Central Library shared a letter from Erie County Executive Mark Poloncarz requesting that the library system re-open while in the Orange Zone designation. As a result of this, the Central Library is moving forward with re-opening and suggested that the member libraries do the same. The Central Library is using a metric that is provided by the Department of Health as their guide for re-opening. The library can open for in-house services if no more than 70 positive cases, per 100,000 people in the zip code that the library is in occur. The metric factors in 7 days for equalized cases and will not require the actual number of positive cases.

The Central Library is not mandating that all of the libraries use this metric. However, Monica thought it was practical and would like to use this metric for re-opening. While Clarence has several zip codes, it was suggested that we use 14031 as the zip code for this metric since the library is in that zip code. The numbers should be provided to the Central Library every Monday and it was suggested that we plan for a Tuesday-Monday schedule to account for this. If the numbers exceed 70, the library will maintain curbside pickup services, but in-house services will not be offered. If the number is 70 or below, limited in-house services will be offered, as well as curbside pickup.

The positive cases for Clarence over the course of the past 3 weeks has fluctuated from 101, to 106 and down to 91. We are unsure what the Christmas holiday will mean to the numbers in our area and Monica suggested not opening back up until January 5<sup>th</sup>, at the earliest so she can gauge what the numbers are over the next two weeks. If the numbers are 70 or below on January

4<sup>th</sup>, the library will have a soft opening on January 5<sup>th</sup>. Also, Monica will have discretion to amend the hours of operation on a weekly basis if the numbers continue to increase. The in-house services will include all of the services that the Board had voted to approve in the December 16<sup>th</sup> meeting. However, Monica and her staff will set aside more time each day to sanitize the library.

*Motion: J. Schultz. 2<sup>nd</sup>. M. Arno. 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 6:16 PM. *Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous.*

*Submitted by J. Zinni*