

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: April 2, 2020, Thursday@ 6 pm

Held via GoToMeeting - The video and transcript of meeting is available on our website.

Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Annette Gernatt, Kim Nobles, Edith Schell, Elaine Thordahl, Dave Williams.

1. President Holly Martindale called the meeting to order at 6:04 PM

Secretary's Report: The minutes of the regular meeting of February 6, 2020, were approved as read by unanimous vote. Elaine Thordahl moved and David Williams seconded a motion to accept the executive report. **The motion carried unanimously.**

2. Public Expression: There was no public expression.

3. Financial report/Treasurer's Report: The treasurer's report for February-March 2020 was approved as presented by unanimous vote. David Williams moved and Elaine Thordahl seconded a motion to accept the executive report. **The motion carried unanimously.**

4. Executive Report

- **COVID-19:** In response to recommendations from the Erie County Health Department and the B&ECPL System, the Collins Library is taking precautions. We are increasing the amount of hand sanitizers available for staff and public use. This is in an abundance of caution. Additional measures will be evaluated as time progresses.
 - 3/13: began with "social distancing" for our computers and public spaces.
 - 3/14: began sanitizing/quarantining all materials returned, and increased cleaning our most used areas.
 - 3/12: suspend all programs between 3/16 and 3/29 and will be evaluating programming going forward.
 - 3/16: decided to close the library to the public first for 3/17, then later from 3/17 through 3/31.
 - 3/26: lengthened the closure of the library until such time as the Governor of NY supports reopening. We await guidance from the System, County, and State about reopening and programming.
- **Essential Employees:** During this event, Abbie has deemed the following staff as essential:
 - Caretaker Jim Smith to check building daily and safely empty the drop box and perform deep clean on carpets.
 - Cleaner Bethany Schutt to perform a deep clean of the library, essential until task complete.
 - Director Abigail Barten-McGowan as needed to visit library.
- **Work from home:** At this point in time, both Jason Hussong and Abigail Barten-McGowan are working from home. They are performing a number of work-related tasks, and logging accomplishments and hours worked. This info is available if anyone has questions.
- **Programs:** February kicked off our new Knitting & Crochet Club! YA Writing Club has wrapped up and will meet after the New York "Stay at Home" order is lifted at Quality Bindery Services in Buffalo to get a tour and receive their books! They will be available for checkout from the library soon after. Our adult Craft class on Calligraphy brought in a bunch of new people, many from outside of the area. We are currently exploring options for online and other "socially distanced" programs.

February	42 programs	532 attendees	
March	22 programs	169 attendees	(Programs canceled 3/16-3/31)

- **Library of Things:** We have ordered more items! 250 people voted for what they would like added to the collection: highest votes were Projector and Screen, Instant Pot, and Sewing Machine. We were able to purchase 6 items with our budget, and the Friends of the Library are sponsoring 3 more.
- **Staffing:** Sue Jolls has resigned effective 3/13/2020. **Katelynn Langhans** has taken over many of her hours. **Jason Hussong** is expecting to take some time off for the arrival of his twins in May and June, and we are working out the schedule.
- **Building Maintenance:** Everything is pretty much at a standstill. Director Barten-McGowan has been working with the System on upgrading the interior and exterior lights. Jim notes that the domes on the current fixtures are becoming brittle, and may not last much longer, so we are exploring replacement options. We had some plumbing issues in February and a plumber was brought in. A piece of flashing also came down in February, and we are working to get that back up. We are at a standstill with fixing the doors.
- President Holly Martindale added that the library website is up and available!

Rob Gaylord moved and Annette Gernatt seconded a motion to accept the executive report. **The motion carried unanimously.**

5. **Committee Reports:**

None at this time.

6. **Unfinished Business:**

None at this time.

7. **New Business:**

- Report to Public & State Report – proposed resolution to approve.

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held via teleconference on the 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Elaine Thordahl moved and Dave Williams seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Resolution to close until further notice:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held via teleconference on the 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state of emergency related to the COVID-19 pandemic and the need for containment; and

WHEREAS, as a result of the underlying state of emergency, on March 16, 2020, the Director and President of the Board of Trustees of the Town of Collins Public Library decided to close the Town of Collins Public Library to the public effective March 17, 2020 through March 31, 2020; and

WHEREAS, since March 17, 2020 the Governor has issued additional Executive Orders requiring nonessential staff to work remotely when possible and reducing the presence of non-essential staff in workplaces by 100% with certain exceptions; and

WHEREAS, the priority of the Board is the health and safety of the staff and community; therefore be it

RESOLVED, the Town of Collins Public Library shall remain closed until such a time as the guidance of the Governor of the State of New York supports reopening. The Town of Collins Public Library Board of Trustees shall reconvene as necessary.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Cynthia Dishman moved and Helga Ciminesi seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Resolution to accept B&ECPL Board Resolution 2020-11 - paying all PT Staff in event of emergency

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular meeting of said Board of Trustees held via teleconference on the 2nd day of April 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held via teleconference on the 2nd day of April 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the Board of the Buffalo & Erie County Public Library System approved in a special executive session Resolution 2020-11, and the corresponding "State of Emergency/Quarantine Leave Policy,

WHEREAS, upon review of B&ECPL Resolution 2020-11, and the corresponding "State of Emergency/Quarantine Leave Policy, be it

RESOLVED the Board of the Town of Collins Public Library approves the addition of the "State of Emergency/Quarantine Leave Policy" to the System Personnel Policies and Procedures Manual effective March 17, 2020.

Rob Gaylord asked whether the “state of emergency/quarantine leave” policy would automatically be lifted on April 16th. Director Barten-McGowan responded that she would seek an answer, but that trustees should wait for an email that would come after April 16th.

Ayes: 10

Clerk: Edith G Schell

Noes: 0

Elaine Thordahl moved and Barb Ferro seconded a motion to adopt the resolution as presented. **The motion carried unanimously.**

- Act Workshop – Cancelled, not yet rescheduled.
- Director Barten-McGowan would like to set up meeting for bylaws review. She would like to have a draft by early May. She will contact those on the committee and possibly set up another online meeting.

9. Public Expression -- none

10. Upcoming Meetings: Thursdays at 6 pm 6/4, 8/6, 10/1, 12/3

11. Meeting Adjournment: The meeting was adjourned at 6:30 PM.