

Extension of Closure Resolution

Marilla Free Library – 03/30/20 Special Board Meeting Minutes

1. **Call to order** - 6:30pm. Live video conference via Zoom. In attendance: Shannon Thompson (*Director*), Rachelle Walker (*President*), Judy Farmer (*Vice President*), Kathy Winde (*Treasurer*), and Joanne Goellner (*Secretary*). Absent: Marsha Wingate.
2. **Library Closure** – Kathy Winde made a motion to approve the Extension of Closure Resolution (*see attached*) in response to the NY State Governor’s declaration of a State of Emergency. A second motion was made by Joanne Goellner. All were in favor with none opposed.
3. **Financial Business** – Shannon presented the Board with several invoices for review and approval. (*Invoices on file at Library/sent to the Board members prior to meeting via email*) She shared that she was able to save money by ordering summer program items from multiple companies utilizing coupon codes and taking advantage of free shipping options.
 - a. **Darling Paint Inc.** - \$1500 for the basement wall project (completed). Money to be transferred from Capital Improvement Account to Operating Account.
 - b. **Return to System** - \$814.59 from Operating Account.
 - c. **Collaborative Summer Library Program** - \$65.75 for summer program incentives from Memorial Checking.
 - d. Reimbursement of \$267.75 to **Shannon Thompson** for items ordered from Rhode Island Novelty for summer program incentives from Memorial Checking.A motion was made by Joanne Goellner to approve payments and reimbursement for the items listed in lines 3a, 3b, 3c & 3d. A second motion was made by Kathy Winde. All were in favor with none opposed.
4. **Other Business** – Shannon updated the Board regarding the state of the library and staff. Shannon as well as the Marilla Free Library caretaker (Jim Thompson) and cleaner (Karen Thompson) are considered essential employees. The library staff does not report. While the building is closed, the caretaker and cleaner are deep cleaning and sanitizing. Shannon is working remotely from home and travelling to the library in order to take care of item returns.
5. **Next Meeting** - 04/13/20 at 6:30pm via Zoom.
6. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 6:58pm with a second motion by Kathy Winde. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, March 30, 2020 by Joanne Goellner, Secretary.

Extension of Closure Resolution

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. As a result of the underlying state of emergency, on March 16, 2020 the Buffalo & Erie County Public Library System (Board) voted to close the Central and Buffalo Branch Libraries to the public effective March 17, 2020 through March 31, 2020. The contracting libraries including the Marilla Free Library followed suit.

Since March 17, 2020 the Governor has issued additional Executive Orders requiring non-essential staff to work remotely when possible and reducing the presence of non-essential staff in workplaces by 100%.

Furthermore, the Trustees of the Marilla Free Library, having reviewed information distributed by the Governor's Office, the Buffalo & Erie County Public Library Administration and daily briefings from local and federal agencies have decided to extend the closure of the Marilla Free Library to the public until it is deemed safe to reopen effective immediately. The Trustees will reevaluate this decision on or before April 15, 2020.

Approved 03/30/2020