

## Marilla Free Library – 01/19/21 Board Meeting Minutes

1. **Call to order** - 6:34pm. Live video conference via Zoom. In attendance: Rachelle Walker (President), Judy Farmer (Vice President), Kathy Winde (Treasurer), Joanne Goellner (Secretary), Shannon Thompson (Director), Deborah Mamon. Also Present: Matt Dolegowski (Town Liaison).
2. **Minutes** - A motion was made by Deb Mamon to approve the November 17th meeting minutes as written. Second motion made by Kathy Winde. All in favor with none opposed.
3. **Public Expression** - no public expression
4. **Reports**
  - a. **Treasurer's** - (*for full account details see the Treasurer's Report on file at the library*) Kathy and Shannon updated the Board regarding November/December finances, transactions and account balances. Items of note: the Fundraising Account has had no activity. The Capital Improvement Account earned \$2.16, \$2.28, \$2.21, and \$2.28 during the months of September through December. The Operating Account received revenue checks for the months of July through October and made payments to Erie County Water Authority, Amherst Alarm and Hawkins Fire Extinguisher. A motion was made by Judy Farmer to approve the Treasurer's Reports as presented. A second motion was made by Joanne Goellner. All were in favor with none opposed.
  - b. **Librarian's** - (*for full details, see the Librarian's Report below*) September through December Circulation, Computer Use (with the exception of December), Laptop Use (with the exception of December), Wireless Usage and Patron Count were all down. This is reflective of all libraries, system wide, due to the pandemic. There were no virtual programs during the months of September until December but many of the previously posted videos got new views. Shannon noted that the New Minimum Standards went into effect with the new year. She is making sure the library is on track. At the recommendation of the B&ECPL director, she is also working on a Public Health Emergency Plan.
  - c. **Friends'** – no meeting
  - d. ~~**Fundraising Committee**~~ (currently inactive)
  - e. **Town Report** – Matt thanked and praised the Library/staff for their efforts and had no news to report.
5. **Unfinished Business**
6. **New Business**
  - a. **Micro-Cluster Plan Yellow/Orange Zones** – Shannon shared with the Board the Erie County Health Department's metrics for library closure based on zip code. The Erie County Executive would prefer libraries to stay open if possible. The weighted average doesn't work for the Marilla Free Library solely on zip code due to population and surround towns who utilize our library. She presented the Board a plan based on COVID trends. (*see attached plan below*) A motion was made by Joanne Goellner to approve the COVID-19 MICRO-CLUSTER PLAN as written. A second was made by Judy Farmer. All in favor, with none opposed.
  - b. **Prospective Trustee** – The prospective trustee who submitted an application was unable to attend the meeting. She will attend the February meeting.

- c. **Policies** – the Board reviewed the following policies (*on file at the Library*):
    - 1. Rules of Conduct – reviewed (no changes)
    - 2. Procurement Policy- reviewed (no changes)
    - 3. Open Meeting Policy – A motion was made by Judy Farmer to adopt the Open Meeting Policy as written. A second motion was made by Deb Mamon. All were in favor with none opposed.
- 7. **Other Business**
  - a. **Payroll Report** – no new payroll.
- 8. **Next Meeting: 02/16/21 at 6:30 pm**
- 9. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 7:14pm with a second by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, January 19, 2021, by Joanne Goellner,  
Secretary.

## **Librarians Report – January 19, 2021**

### ***Operating Budget***

#### ***Receipts***

September Receipts: \$142.35 (\$129 Fines / \$1.15 Copies / \$12.20 Print)

October Receipts: \$123 (\$105.20 Fines / \$6.55 Copies / \$11.25 Print)

November Receipts: \$149.22 (\$124.67 Fines / \$5.25 Copies / \$19.30 Print)

December Receipts: \$96.20 (\$20.70 Fines / \$28.35 Copies / \$47.15 Print)

Receipts year to date: \$ 8,150.26 (includes \$4,360 Capital Improvement & \$2,217 System Appropriation)

***Actual Operating Receipts year to date:*** \$1,573.26

This represents fine/copy/print revenue. This year our revenue commitment is \$3,383.

#### ***Expenditures***

September: \$50.28 Erie County Water Authority

October: \$0

November: \$0

December: \$50.28 Erie County Water Authority

Expenditures year to date: \$6,771.18 (This includes \$4,360 in Capital Improvement Expenditures)

***Actual Operating Expenditures year to date:*** \$2,411.18

This year our expenditure allotment is \$5,600.

### ***Circulation***

September was 2,172. This was **down by 515** or -19.2%

October was 1,799. This was **down by 1,287** or -41.7%

November was 2,137. This was **down by 548** or -20.4%

December was 2,481. This was **down by 163** or -6.2%

Year to date is 22,244. This is **down by 15,426** or -41%

### ***Computer Use***

September was 35. This was **down by 36** or -50.7%

October was 31. This was **down by 30** or -49.2%

November was 62. This was **down by 5** or -7.5%

December was 110. This was **up by 52** or 89.7%

Year to date is 485. This is **down by 360** or -42.6%

### ***Laptop Use***

September was 9. This was down by 3  
October was 8. This was down by 6  
November was 15. This was down by 3  
December was 32. This was up by 17  
Year to date is 134. This is down by 41

### ***Wireless Usage***

September was 85. This was down by 46 or -35.1%  
October was 76. This was down by 69 or -47.6%  
November was 82. This was down by 41 or -33.3%  
December was 117. This was down by 12 or -9.3%  
Year to date is 922. This is down by 766 or -45.4%

### ***Patron Count***

September was 953. This was down by 360 or -27.4%  
October was 927. This was down by 442 or -32.3%  
November was 993. This was down by 176 or -15.1%  
December was 1,022. This was down by 272 or 21%  
Year to date is 9,438. This is down by 7,324 or -43.7%

### ***Programs***

- **Virtual Programs**
  - **Sept – Nov:** 0 programs / 844 new views
  - **Dec:** 0 programs / 32 new views
- **In-Library Take and Makes**
  - **Sept – Nov:** 2 programs / 37 participated
  - **Dec:** 1 program / 4 participated



## COVID-19 MICRO-CLUSTER PLAN

*Continuation of Operations for the Marilla Free Library*

**NAME of BUSINESS:** Marilla Free Library  
**INDUSTRY:** Association Library  
**ADDRESS:** 11637 Bullis Road  
Marilla, NY 14102  
**CONTACT:** Shannon Thompson, Library Manager  
**OWNER/MANAGER:** Marilla Free Library Board of Trustees  
**HUMAN RESOURCES:** Judy Fachko, Human Resources Manager

### I. STATEMENT OF PLAN

#### A. Purpose

In an effort to identify small geographic areas where the spread of the Novel Coronavirus (COVID-19) has reached levels requiring additional State action, the State of New York (NYS) has put in place a *Micro-Cluster Strategy (Strategy)*. This *Strategy* contains five key processes: Monitor Data; Identify Area of Concern & Create Specific Geographic Focus Areas; Implement Cluster Zone Focus Area to Control the Virus; Review Data; and Adjust Restrictions.

Further, NYS has developed a *Micro-Cluster Approach*, whereby cluster identification is more targeted and identifies data in a small geographic area where COVID-19 spread has reached levels requiring additional State action. This approach is based on a variety of factors including: Testing, Hospitalizations, Geographic Considerations, and Other Epidemiological Factors as defined by the NYS Department of Health.

Areas experiencing a concerning increase in COVID-19 spread may be designated as requiring placement into a *Micro-Cluster Focus Zone*: Red Zone, Orange Zone, or Yellow Zone.

Information regarding the Strategy may be found at:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster\\_Metrics\\_10.21.20\\_FINAL.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf)

As a public employer in NYS, the Marilla Free Library recognizes its responsibility to have a COVID-19 MICRO-CLUSTER PLAN (PLAN) to address library operations in areas designated as a *Micro-Cluster Focus Zone*.

Due to modifications of the *Micro-Cluster Approach* from NYS, and at the request of Erie County Executive Mark Poloncarz, the Marilla Free Library reviewed and modified the original micro-cluster plan to allow for in-house operations if the library is located in a designated Orange Zone. Working with the County Executive, a new metric has been developed whereby data provided by the Erie County Department of Health (ECDOH) by zip code will be used to inform levels of library services.

The Marilla Free Library's Micro-Cluster Plan has therefore been modified to reflect the changes in the NYS *Strategy* through the development of this metric-based approach, using data provided by the ECDOH, further defining levels of library services to be provided within Zones based on the data associated with the library's service area zip code 14102.

#### B. Applicability

This PLAN is applicable to the Marilla Free Library.

#### C. PLAN

If the Marilla Free Library falls within a *Micro-Cluster Focus Zone*, the Library will respond accordingly. For the purposes of implementing this PLAN, Marilla Free Library shall be identified as a *Business* under the *Micro-Cluster Type of Activity*.

The Marilla Free Library COVID-19 REOPENING SAFETY PLAN shall continue to be enforced under all *Micro-Cluster Focus Zone* levels.

The Marilla Free Library will cooperate with Buffalo & Erie County Public Library (B&ECPL), New York State, Erie County and local government officials.

The Marilla Free Library shall implement the following:

#### **RED ZONE:**

1. If the Marilla Free Library is located in a Red Zone the Library shall be closed;
  - a. Essential staff will maintain critical operations or may be assigned to work remotely;

- b. Material “holds” may be redirected;
  - c. Due dates for materials checked out at a Library in a designated Red Zone will be extended;
  - d. Drop box will remain open and be emptied as necessary by essential staff following proper *Handling Materials During COVI-19 Procedures*;
  - e. Signage will be placed on doors;
  - f. Website will be modified to reflect changes;
  - g. Community and media will be informed.
2. Maintenance staff will report to the Library in a designated Red Zone only to conduct Essential cleaning and disinfecting and required maintenance;
  3. Shipping department will cease deliveries to any Library in the B&ECPL System located in a designated Red Zone;

## **ORANGE ZONE/YELLOW ZONE:**

Service operations of the Marilla Free Library in a designated Orange or Yellow Zone shall be determined on a continuous basis. Efforts will be made to maintain services to the public at the highest level as well as protecting the safety of patrons and staff. The 7-day equalized rate of COVID-19 cases shall be determined by the ECDOH and distributed to the Marilla Free Library on a weekly basis. The Marilla Free Library shall determine operations (Level I or Level II) based on the trends observed from the metrics on a weekly, bi-weekly, or monthly basis.

*The Marilla Free Library recognizes that its chartered service area population is small leading to the appearance of large fluctuations in the 7-day equalized rate of COVID-19 cases while the actual number of cases per week may not vary significantly. Due to this limitation, the 7-day equalized rate will be utilized to inform the Marilla Free Library of trends in the community that could lead to a change in operations and service levels.*

1. LEVEL I Operations – When the 7-day equalized average of new daily cases per 100,000 is trending less than or equal to ( $\leq$ ) 70, the library shall operate under the guidelines for services set forth below.
2. LEVEL II Operations – When the 7-day equalized average of new daily cases per 100,000 is trending greater than ( $>$ ) 70, the library shall operate under the guidelines set forth below.

### **LEVEL I Operating Guidelines:**

1. Library operations and in-house services shall continue under the following restrictions:

- a. Computer sessions will be limited to 1 hour with the possibility of extension based on demand and building capacity.
- b. Facial coverings (fully covering the nose and mouth) must be worn at all times.
  - i. A patron will not be allowed entry to the Marilla Free Library or be allowed to remain in the library if they do not comply with facial covering regulations.
- c. No Meeting Room Use
- d. No food or beverages may be consumed in public areas.
- e. Drop box will remain open.
- 2. Walk-up/curbside services will continue.
- 3. Hours of operation may be modified, if deemed necessary. If hours are modified:
  - a. Signage will be placed on doors.
  - b. Website will be modified to reflect changes.
  - c. Media will be notified.
- 4. Guidelines are subject to change.

#### LEVEL II Operating Guidelines:

- 1. In-house operations shall cease.
- 2. Walk-up and/or curbside service will continue.
  - a. Staff may report to the library or may, as determined by the Library Director, be assigned to work remotely.
  - b. Library Services will be offered as per the Marilla Free Library's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN.
  - c. Drop box will remain open.
  - d. Signage will be placed on doors.
  - e. Website will be modified to reflect changes.
  - f. Media will be notified.
- 3. Hours of operation may be modified if deemed necessary.
- 4. Guidelines are subject to change.

All parts of this PLAN are subject to change and will reflect the State of New York, Erie County Department of Health and B&ECPL Administration's guidelines and recommendations.

This PLAN has been reviewed and approved by the Marilla Free Library Board of Trustees on 01/19/2021.





## OPEN MEETING POLICY

*This policy is for application to the Marilla Free Library.*

### I. STATEMENT OF POLICY

In accordance with New York State's Open Meetings Law, members of the public are welcome to attend the Marilla Free Library Board of Trustees meetings. Library Board meetings are for the conduct of library business. New York State's Open Meetings Law confers upon the public the right to observe the performance of public officials and to attend and listen to the deliberations and decisions that go into the making of public policy.

The Marilla Free Library recognizes its duty as a public entity to perform public business in an open and public manner and to enable the public to be fully aware of and able to observe the performance of the Board. The Marilla Free Library shall abide by Article 7 of the New York State Public Officers Law when conducting public business.

In addition, each regular meeting of Marilla Free Library Board of Trustees includes an agenda item for "Public Expression" during which comments from the public can be made. If unable to attend a meeting, comments from the public to the Library's Board of Trustees are welcome in writing, addressed to:

Library Board President  
Marilla Free Library Board of Trustees  
11637 Bullis Road  
Marilla, New York 14102

Adopted by the Marilla Free Library Board of Trustees on January 19, 2021.