

Marilla Free Library – 04/15/20 Special Board Meeting Minutes

1. **Call to order** - 6:36pm. 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. **Minutes** - A motion was made by Judy Farmer to approve March 30th, Special Meeting minutes as written. Second motion made by Kathy Winde. All in favor with none opposed.
3. **Library Closure** – Currently, there is no library reopen date. All checked out materials will be due May 18th. Libraries are considered non-essential so until the Governor & BECPL system deem it safe, the Marilla Free Library will remain closed.

Shannon shared some ideas for how the library may have to move ahead with or without reopening including virtual programming, take and make crafts and thoughts about guidelines the library will have to consider/impose when a reopen occurs.

Joanne Goellner made a motion to approve the amended Extension of Closure Resolution (*see attached*) in response to the NY State Governor's extended declaration of State of Emergency. A second motion was made by Judy Farmer. All were in favor with none opposed.

4. **Other Business** –

a. State of the Library/Staff

1. The Marilla Free Library caretaker (Jim Thompson) and cleaner (Karen Thompson) are continuing to clean and sterilize the library including rugs and furniture. If the weather improves they will also maintain the exterior of the library including mowing and trimming.
2. Cathy Urquhart has worked from home on an AV Checklist to help with collection development. Shannon might have her work on the simmer independent reading program tracker. At this time there isn't anything for the other part time staff to do outside of the library. They are being paid through period 9 after which a system review will occur to determine if payroll can continue.
3. In addition to virtual programming, Shannon is thinking ahead to summer and ways to implement programs depending on what kind of restrictions there might be on social interaction. She completed the State Report (*on file at library*) and submitted. She has the Annual Report complete and after review will present at the May Board meeting.

b. **Library Audit:** Shannon again made the recommendation that the Board complete a self-audit. The last audit was completed in 2012.

c. **Town Contract:** It was noted that this would be added to the May meeting agenda and an invite sent to Bonnie and Matt to discuss the contract and getting it signed.

5. **Next Meeting** - 05/19/20 at 6:30pm tentatively via Zoom.

6. **Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 6:59pm with a second motion by Joanne Goellner. All were in favor with none opposed.

Extension of Closure Resolution

Meeting Minutes Respectfully Submitted, April 15, 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.

Approved 03/30/2020

Amended 04/15/2020