

Marilla Free Library – 06/09/20 Special Board Meeting Minutes

1. **Call to order** - 6:35pm. Live video conference via Zoom. In attendance: Shannon Thompson (*Director*), Rachelle Walker (*President*), Judy Farmer (*Vice President*), Kathy Winde (*Treasurer*), and Joanne Goellner (*Secretary*).
2. **Library Reopening Plan** – The Trustee Board reviewed Reopening Plans, Safety Plans, Health Screening Procedures for staff and Curbside/Walkup Plans that were prepared by Shannon based on documents shared by the B&ECPL. Some plans were applicable to the library as written while others served as templates that Shannon modified to better suit The Marilla Free Library's needs. The following documents were reviewed and discussed: (*all documents on file for review at the library. The Safety & Reopening Plans will also be available on the library's webpage*)
 - a. Marilla Reopening Plan
 - b. Marilla Safety Plan per NY Forward
 - c. Marilla Curbside Walk-up Plan
 - d. Curbside Walk-up Order Form
 - e. Marilla Free Library Screening Procedures
 - f. Marilla Free Library Self-Screening Process
 - g. Health Questionnaire
 - h. Return to Work Checklist & Attachments
 - i. Protective Measures to Reduce Risk of Exposure to COVID-19
 - j. BECPL Reopening & Handling of Library Materials
 - k. Marilla Frequent Cleaning Log Hourly
 - l. Cleaning Disinfectant Log Every Use
 - m. COVID Janitorial Checklist
 - n. Marilla Visitor Log

Joanne Goellner made a motion to approve the Marilla Reopening Plan (item 2a). A second motion was made by Judy Farmer. All were in favor with none opposed. Shannon will certify with the state that the library has created this plan.

Kathy Winde made a motion to approve the Marilla Safety Plan per NY Forward (item 2b). A second motion was made by Judy Farmer. All were in favor with none opposed. Shannon will certify with the state that the library has created this plan.

Kathy Winde made a motion to approve the Marilla Curbside Walk-up Plan (item 2c). A second motion was made by Judy Farmer. All were in favor with none opposed.

Items to note:

At the time the Reopening Plan was written, the Marilla Free Library, as an association library, was not allowed to reopen. When New York State moved to Phase Two of NY Forward, association libraries became permitted to offer services.

The Marilla Free Library will reopen on June 15th, offering patrons the ability to check out items by phone for Curbside/Walk-up pickup. The library will trial this service for a

two week time period upon which they will re-evaluate and determine whether to continue, modify the program or offer additional/other services. Virtual/online programming will continue. Returned items will be quarantined for 72 hours before they are discharged in the system.

Modifications are being made to the library for later stages of reopening when patrons will be allowed to enter the building. These include removing furniture/items that are cloth and cannot be easily cleaned/wiped down after single use, installation of acrylic shields at the circulation desk, taking out furniture/markings items unavailable for use to promote safe distancing.

In the initial stage of reopening, not all staff will return to work due to reduced library hours and in order to promote safe social distancing within the building/workspace.

The Marilla Free Library will regularly evaluate the Safety Plan to modify as necessary based on needs, pandemic status or State requirements.

3. Other Business

- a.** Items that Shannon would like to purchase for the library are: an additional touchless thermometer so the library has one at both entrances for staff screening, a rubber/plastic mat for the bottom of the book drop receptacle to replace the current carpet one, and a doorknob with lock for the bathroom door so that patrons must ask for a key. This will ensure that staff can clean the bathroom after each use.
- b.** Shannon shared that several summer performers have contacted her regarding changing their program to an online/virtual show instead of a live audience. There are still two performers she needs to talk to. She also discussed with the Board her thoughts on how she will facilitate story time/crafts due to social distancing and publisher limitations.
- c.** The Board discussed the process for interviewing prospective trustees for meetings being conducted via Zoom. Interested parties will be invited to attend a meeting with interview questions sent ahead of time. During the meeting, there will be time for them to share, learn what being a trustee entails and ask the Board questions. After they leave the meeting, the Board will discuss and make a decision whether to invite the prospective members to join. They will be contacted by email with the Board's decision.

4. Next Meeting – 06/16/20 at 6:30pm via Zoom

- 5. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Judy Farmer at 8:13pm with a second motion by Joanne Goellner. All were in favor with none opposed.

Meeting Minutes Respectfully Submitted, June 10, 2020 by Joanne Goellner, Secretary.