

West Seneca Library Board Special Meeting June 1, 2020 @ 10am

- A. Call of the Roll: Kelly Clifford, Jennifer Dobe, Cynthia Johnson, William Josefiak, Pat Wass

Guests: Robert Alessi

- B. Approval/Changes to the Agenda – none

- C. Report of the Director

1. Reviewed System Policy – Personnel Policies and Procedures Manual – Protective Measures to Reduce risk of Exposure to Covid-19
2. Reviewed System Policy: Handling Materials during COVID -19
3. Both Policies do not need to be adopted as they are System-wide policies
4. Discussed the research on handling materials. Staff will follow procedures using PPE, 3 different drops, and to ensure safety of patrons and employees all materials be quarantined at least 72-hours

- D. New Business

1. Motion made by Josefiak, seconded by Dobe, to approve Reopening Plan, 5 aye, 0 nay.
2. PPE kits have arrived at WS library for reopening with more arriving this week. Opening date for curbside/walkup service is June 8, 2020. WS library will provide walk up and curbside delivery
3. This week staff is being trained and making adjustments as we move forward
4. Week of June 22, 2020 is earliest library would open to the public (with limited hours/services)
5. Curbside openings: Monday 3-7, Tuesday 10-3, Wednesday 10-3, Thursday 3-7, Friday 10-3, Saturday 9-1, with 3-4 staff responsible for books (orders, shelving, calls, safety) and online program preparations
6. West Seneca Library will inform patrons of the procedures with signage, Facebook, West Seneca Library website and by phone
7. Everyone must wear a mask
8. Patrons can order books by phone, Facebook and/or email

9. Rob spoke with Councilman Jeff Piekarec, Town Supervisor Gary Dickson and Highway Supervisor Brian Adams regarding traffic flow. All were more than happy to work with the West Seneca Library
10. Pat Wass shared her suggestions from the lawyer presentation provided virtually through Central Library: update and/or review policies on a two week schedule, review insurance policy
11. Thank you to Pat Wass for article in the West Seneca Bee highlighting all that the West Seneca Library staff are accomplishing during this shutdown
12. Rob expressed his sincere appreciation to the staff for all they are doing virtually and how well they are preparing to reopen
13. Motion made by Josefiak for the Reopening Safety Plan, seconded by Johnson, 5 aye, 0 nay.
14. Reminder that there are no donations being accepted at this time
15. Two invoices that have been preapproved need to be paid. Johnson verbally approved, will sign checks. (Maker space materials from Amazon using Technology monies – one for \$382.04 and another for \$54.93)
16. Book bins totaled just over \$2,000.00 and estimated ship date is June 5, 2020

E. Public Comment

1. None

F. Adjournment @ 10:30 am., Motion by Josefiak, seconded by Wass

Next meeting June 17, 2020 @ 3:00pm (via GoToMeeting)