

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE EMERGENCY MEETING OF THE BOARD OF TRUSTEES  
JUNE 4, 2020**

**Call to Order:** Jan Dolan called the meeting to order at 7:02 PM.

**Roll Call of Members:**

Via Video Conference: Jan Dolan, Diane Landau-Flayter, Kathleen Furfey, Darlene Resling, Thomas Rigney, Karen Twohig, and Director Kristen Salierno, *ex officio* and Recording Secretary Julie Beyer. Arabella Drouillard was excused.

**Votes:** All votes were unanimous, unless otherwise noted.

**New Business:**

Director Salierno stated this meeting was to discuss and approve all the required steps needed in order for the library to reopen in accordance with New York's guidance. The first thing required is to have a COVID-19 Coordinator. On a **motion** by D. Landau-Flayter and seconded by K. Furfey, Director Salierno was appointed as COVID-19 Coordinator with Office Manager, Lauren Coupe being designated as the replacement in the absence of the Director. Motion carried.

Director Salierno stated the need to review the Service Tier Plan, which the Trustees all had received. She reviewed each step. D. Landau-Flayter asked if this would be posted on the website and Director Salierno said yes. T. Rigney asked if once Tier D & E have started and the public is allowed into the library, should they post occupancy signage. The Director said yes, but the library has been unable to get a certificate from the Fire Inspector that states what their occupancy is. She will continue to try to get this. K. Furfey asked about due date on books and Director Salierno stated all libraries in the Mid-Hudson Library System have an extended return date of June 30. T. Rigney asked what happens if things need to be changed and adjusted quickly. Director Salierno asked that the Board consider giving her the ability to make changes as the atmosphere changes and then notify the Board as quickly as possible. On a **motion** by K. Twohig and seconded by D. Landau-Flayter, the Service Tier Plan was approved and the Director given the authority to make changes as necessary and inform the Board as quickly as possible. Motion carried.

The Director presented a COVID-19 Temporary Policy. This has been vetted through the policy committee and the attorney. It was decided to make a temporary policy instead of a permanent policy that would need to be carried forward indefinitely. Most of it addresses the Executive Orders regarding PPE, social distancing, and what the staff can and can't say to patrons in regards to the use of masks and disability. The attorney was adamant regarding the wording with mask usage and medical issues. The staff portion of the policy was also high risk, so that was reviewed closely. T. Rigney made a **motion** to accept the COVID-19 Temporary Policy. Seconded by K. Twohig and carried.

The next issue to be address is the Safety and Service Plan, which was a very detailed plan. Director Salierno is still waiting to hear back from the insurance company as they currently have it for review. Hopefully any comments will be received back before next Wednesday, June 10<sup>th</sup>, which is the target re-opening day. K. Twohig asked what happens if the Board approved it and the insurance company doesn't. Director Salierno stated they would have to schedule another emergency meeting if that were to happen. D. Resling made a **motion** to approve the Safety and

Service Plan with the caveat that the Director can make any changes as necessary and inform the Board as soon as possible. Seconded by K. Furfey and carried.

Director Salierno reviewed the NYS Safety Template with the Board. This has also been sent to the insurance company. She will need to sign an affidavit that goes to the State when the library reopens.

Director Salierno stated that in regards to the Infection Prevention Plan, if there is a known cross contamination, she will have to contact the Dutchess County Department of Health and they will inform her of the next steps. There will be a log in the building that will need to be signed by everyone with their time in and time out of the building. K. Twohig made a **motion** to accept the Infection Prevention Plan with the caveat that the Director can make any changes as necessary and inform the Board as soon as possible. Seconded by K. Furfey and carried.

The Staff Training Plan was reviewed and on a **motion** by K. Furfey and seconded by D. Resling, the Staff Training Plan was approved.

Director Salierno did a final review of exactly what has been completed at this point. She stated that by the end of June, all the libraries should be opened. T. Rigney asked if the staff has given any feedback if they are comfortable with these policies and procedures. The Director said that the employees who are most ready will be the first to go in. Anyone who is apprehensive will be going back last. She is working with any high-risk individuals to make them as safe as possible.

On a **motion** by T. Rigney and seconded by K. Twohig June 10<sup>th</sup> was approved as the re-opening day for the Howland Public Library, and if for some reason, they are not ready to re-open that day, it will be the first closest day to that as possible, at a level of Tier B as referenced in the Plan. The COVID-19 Coordinator has the leeway to make any adjustments as necessary. Motion carried.

T. Rigney stated he greatly appreciated all the work the Policy Committee and the Director did on this.

### **Agenda for June 9, 2020 Meeting to start at 7:00 PM:**

#### **Adjournment:**

K. Twohig made a **motion** to adjourn at 7:45 PM. Seconded by D. Resling and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

**MOTION** to appoint Director Salierno as COVID-19 Coordinator with Lauren Coupe being designated as the replacement in the absence of the Director

**MOTION** to approve the Service Tier Plan and the Director given the authority to make changes as necessary and information the Board as quickly as possible

**MOTION** to accept the COVID-19 Temporary Policy

**MOTION** to approve the Safety and Service Plan with the caveat that the Director can make any changes as necessary and inform the Board as soon as possible

**MOTION** to accept the Infection Prevention Plan with the caveat that the Director can make any changes as necessary and inform the Board as soon as possible

**MOTION** to approve the Staff Training Plan

**MOTION** to approve June 10<sup>th</sup> as the re-opening day at Tier B as referenced in the Plan.

Attachments