

Community Library of DeWitt & Jamesville May 21, 2020 Board Meeting

Present: Max Ruckdeschel, Jill Enright, Barbara MacDonald, Jaime Ashe, Doug Arena, Anthony Marrone, Lisa Moore, Melinda Dermody, Silvia Macor, Ping Cong

Not Present: Robin Young, Dominique Ricciardelli, James Trevvett

Also Present: Wendy Scott

Not Present: None

Meeting called to order at 5:36.

Approved Minutes of May 7th Special Meeting

Motion to Approve: Jaimee

Seconded: Anthony

All in attendance approved.

Treasurer's Report: Jaimee:

Katharine and Jaime have been working on the keeping the budget up to date. Cash is up \$53,000.

Received the last of the Reisman grant in February.

Director's Report:

Received the Friends' funding for the reading program. The Friends funding is around \$1800 and will cover the virtual reading program. We have increasing our online presence. Email mailing subscription increased 10%. Increased our Facebook presence.

Reopening of NYS free association libraries: status report

Business is currently permitted statewide if it is a government entity. Sought additional guidance but did not get anything. NYLA is saying we should be in phase II. Association libraries in Onondaga are planning on opening on the same day when permitted. OCPL, Lafayette and Baldwinsville are opening for curbside on 26MAY2020.

Draft plan for library curbside service:

Working on a plan to allow "patio" pickup. People will register for 15 minute time slots. Bad weather will have table in the vestibule. Items will be marked with First name and last initial/ date/# of items. We will limit to five items. We are working through oldest holds. Staffing will be no more than seven per shift. Planned times are: Thursday 12-7 and M/T/W/F 10-5. Masks and gloved will be provided. Social distancing in workstation location. No common use of breakroom/refrigerator. Telework people will have some on-site shifts.

Anthony: Will we do temperature checks?

Wendy: we were not planning on it.

Anthony: Can we add a self check to the information that employees check in the morning?

Wendy: Yes.

Anthony: Baldwinsville is not an association library?

Wendy: No – they are a school district entity.

We aren't talking about a ton of time May 26th to June 1st.

NYLA is pushing for phase 2. I suspect that we will open in phase 2. June 8th would be the true open date for patrons since we would have training and need to receive material and check items into the system. Next phase, we would probably be open by appointment.

Melinda : We are allowing a certain percentage of people. We are trying to work in a preparation phase. Trying to imagine a spreadsheet and determining who can be in the library at a given time. We are also looking at others that have to be in the library.

Wendy: That information will be posted around the library.

Anthony: The temperature check is more for risk management perspective. We need people to self-certify.

Doug: Places of public gatherings will be the last places to open for the public.

How are we dealing with the queuing?

Wendy: We posted on social media and about how we are not in the same phase as county libraries.

Melinda: Is there planning or budget for the needs for reopening. Plexiglas etc. Wendy: OCPL is providing sneeze guards. Wendy is donating masks for staff.

Lisa: How are you handling if someone needs to be quarantine or leave.

Wendy: was going to recommend that they take accrued time off. We didn't budget to support people for long period of times.

Max: Regarding the 15 minute window – how many people per 15 minutes – one? That is eight people per day.

Wendy: We are following Manlius/Fayetteville/Liverpool. Maybe we could do two.

Max: Should be shorten the slots?

Wendy: I think we will have people show up early.

Melinda: We are calling a number to pick up. I support starting out conservative and re-assessing.

Barb: Can we group hold from multiple family members.

Wendy: Yes

Jill: Can we drop off at other libraries as soon as they open?

Wendy: Yes but we won't get it right away.

Max: I'm concerned about only one evening.

Wendy: We could adjust hours if demand is there.

Anthony: Is it self scheduling?

Wendy: No the library will schedule. We have 40 holds from before we closed. Then we will get the holds from the OCPL system.

Melinda: I think it is better to start more controlled.

Wendy: We will have to quarantine things for a week and then check it in. We have a tremendous backlog so the process is going to be slow. If we see we can do more, we can add more slots.

Melinda: We have been hearing from patrons and they are happy with what we are doing and what we can do.

Wendy : We are hearing the same thing. We are looking forward to being able to see people again.

Jill: When will the summer reading program start?

Wendy: I think it will be beginning of July.

Max – any other questions?

No questions.

Motion to Adjourn: Lisa

Seconded: Sylvia

The meeting was adjourned at 6:26 PM.

Minutes for this meeting were approved at the June 18, 2020 Board Meeting.