

Massena Public Library

Meeting of Board of Trustees – August 11, 2020 – Via Zoom

Present: President Jack Bain, Vice President Joseph Savoca, Treasurer Linda McDonald, Jeanna Matthews, and Patty Ryan

Town Liaisons: Susan Bellor and Robert Elsner

Library Director: Elaine Dunne

The August 11, 2020 meeting was called to order by President Bain at 4:03 PM

I. **Minutes of July 14<sup>th</sup> Meeting:** After reading the minutes of the July meeting a motion was made by President Bain and seconded by Treasurer McDonald to accept the minutes as written. Carried 5-0

II. **Unfinished Business:**

A. After discussion, it was agreed that the MPL would aim for reopening after Labor Day. Reopening will be decided by a meeting just before the process begins. COVID procedures will be in place and it is recognized that reopening, and staying open is contingent on the course of the pandemic and rules relating to that.

B. **Pandemic Policies:** During this meeting several policies were discussed which relate to safety with regard to operating, or closing in a pandemic. Each is listed here with its vote for adoption into the Library's Policy Manual.

**Safety Plan – NY Forward Plan – NAICS 51920 – Libraries and Archives; Operating With Restrictions**

A motion was made by President Bain and seconded by Trustee Ryan to adopt this plan with clarification of language regarding inter library loan and computer use. Carried 5-0

**Massena Public Library – Pandemic Policy- Safety Practices Policy**

A motion was made by Vice President Savoca and seconded by Treasurer McDonald to accept this policy as written. Carried 5-0

**Massena Public Library – Pandemic Policy – Infectious Disease Control in the Workplace Policy**

A motion was made by President Bain and seconded by Vice President Savoca to adopt this policy with the inclusion of a temperature check taken by staff members at the start of their work day. Carried 5-0

**Massena Public Library – Pandemic Policy – Curbside pickup Policy**

A motion was made by Trustee Ryan and seconded by Treasurer McDonald to accept this policy as written. Carried 5-0

**Massena Public Library – Pandemic Policy – In-Building Services Policy**

A motion was made by President Bain and seconded by Trustee Ryan to accept this policy with clarification of language regarding computer use. Carried 5-0

**Massena Public Library – Pandemic Policy – Pandemic Emergency Response Policy**

A motion was made by Vice President Savoca and seconded by Treasurer McDonald to accept this policy as written. Carried 5-0

- C. **Summer Reading Program:** Director Dunne reported a successful, though down-scaled summer program. While Children's Librarian Ronnie Tatro did the presentations, all staff helped in the preparation of kits and materials.
  - D. **Budget:** A tentative budget will be presented to Supervisor O'Shaughnessy before the end of August. Director Dunne also reported that BOCES will no longer be renting the library's classroom space. That presents a loss of \$400 per month.
  - E. **Transfer of Funds:** A motion was made by Treasurer McDonald and seconded by Vice President Savoca to transfer \$2,070.92 from the Badenhausen Brasher Branch to MPL for the purpose of salaries, operation, and supplies. Carried 4-0
- III. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$2,082.88 for MPL and in the amount of \$1,058.40 for the Badenhausen Brasher Branch were presented for payment. A motion was made by Treasurer McDonald and seconded by Trustee Ryan to pay the bills as presented. Carried 4-0
  - B. **Date of Next Board Meeting:** The next regular meeting of the MPL Board of Trustees will be on September 8, 2020 at 4 PM. If there is no extended allowance for ZOOM meetings this will be an in-person meeting at the Library.
  - C. **Other New Business:** No other new business was discussed.
- IV. **Adjournment:** At 5:05 Vice President Savoca made a motion which was seconded by Treasurer McDonald to adjourn the meeting. Carried 4-0