

**Manlius Library Board of Trustees**  
**~ Meeting Minutes May 28, 2020 ~**

**Trustees Present:** Kim Kutzer (President), Ron Russell (Vice President), Bonnie Buelow (Secretary), Linda Napier, Bruce Ruppert (Treasurer), Charlie Collins, Brian Lee, Janet Mallan

**Librarian Staff Present:** Jennifer Milligan, Library Director

**Not Present:** Mario Bottoni

President Kim Kutzer called the meeting to order at 5:00 p.m.

**President's Report:**

- **Approval of April 2020's minutes**

Accepted: Brian Lee

Seconded: Linda Napier

All voted in favor, and the motion passed.

**Treasurer's Report:**

Bruce Ruppert's treasurer's report included the expected information that there was a reduced income from patron services, fines and fees, and donations library's closure starting on March 17th.

The technology, programming, and some physical material collection costs will be deferred until reopening. Digital collection expenditures are over budget but will be offset by reductions in purchasing of physical materials. Significant reduction in operational expenses including janitorial, building maintenance, and utilities. Payroll costs will continue to underrun, particularly as we will not be increasing staffing for the summer reading program to normal summer staffing levels.

**Approval of April 2020's Treasurer's report:**

Accepted: Charlie Collins

Seconded: Janet Mallan

All voted in favor, and the motion passed.

**Director's Report:**

Director Jennifer Milligan reported on the Coronavirus Response & Reopening Plans for the Manlius Library, an association library.

Currently, the library is awaiting guidance from NYS and Onondaga County on the phased reopening that will be allowed for association libraries. Once permission is received, staff will report for one week for training and re-opening preparations followed by curbside pickup service.

Detailed re-opening plans have been provided to the board, but items include:

- Curbside pickup within library vestibule and phone support will initially occur 1-9, Monday, Wednesday; and 9-5 Tuesday, Thursday, Friday, and Saturday
- Virtual programming will continue with live programming being postponed

- indefinitely - all programming information is available on the library website.
- Building updates to include installation of tempered glass barriers around the circulation desks, additional cubicle walls in the staff area, relocation of public computing resources, and investigation into hands-free bathrooms
  - Quarantine of all incoming materials will occur for 7-days until further guidance is received based on the outcome of the IMLS/ALA study of coronavirus and library materials. Items will be quarantined in the community room for 7 days.
  - Two teams of staff that will rotate on different days. This will protect library operations and half of the staff in the event of a staff member contracting CoVID-19. Any staff having any symptoms will stay home. If symptoms persist then the employee will take a test for the virus. If the test comes back positive, then the library will close for 72 hours.
  - Staff will have temperatures taken and answer screening questions each day upon arriving at work
  - Staff will maintain 6-ft distance and be wearing masks. Masks may be removed when a staff member is working alone in their individual offices but must be worn when leaving their office space or when someone is going to enter their office space.
  - Staff will have gloves, hand sanitizer, and regular hand-washing as well as regular disinfecting of frequently-touched areas
  - Future phases of opening will include appointments for technology, reference services, and notary services, moving into limited attendance. Patrons will be required to wear masks. Curbside delivery may continue indefinitely depending on demand.
  - Fines will be suspended for the remainder of 2020
  - Employee and patron policies are being updated to reflect new policies related to the pandemic

Other administrative items to discuss were:

- The budget vote will occur via mail with the school district budget vote on June 9.
- Survey has been sent out to the community and staff for strategic planning. Print surveys will also be provided in curbside pickup bags.
- Collections: RBDigital Unlimited Audiobooks have been added to the library's collection of online services, and monthly checkout limits for Hoopla and Kanopy have been increased.
- Staff has stopped placing orders for physical materials but is preparing orders for when we will be able to reopen.
- Programming: Online programming is underway including 6 weekly story times, lunchtime poetry, weekly teen art, weekly teen book talks, writer's group meetings, miscellaneous children's programs featuring art and science, a photography contest, writer's group, new teen blog, digital escape rooms, and more! Manlius Informed speaker series has been held virtually with good results. Summer Reading Program tracking and programs will be 100% virtual for all ages. The staff has put a lot of effort into a ton of creative ideas!

Last, Claire, the Children's Librarian has now resigned. She will be missed! Windy, a current Manlius Library employee, will take on the Children's Librarian role.

Accepted: Charlie Collins

Seconded: Linda Napier

All voted in favor, and the motion passed.

President Kim Kutzer adjourned the meeting at 6:00 p.m.

Our next board meeting will take place on Thursday, June 25 at 5:00 pm, if needed, we will meet virtually via Zoom.

motion of adjournment:

So Moved: Ron Russell

Second: Brian Lee

Best,

Bonnie Buelow, Secretary