

## ***Manlius Library Board of Trustees*** **~ Meeting Minutes June 25, 2020 ~**

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

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

**Not Present:** Mario Bottoni, Janet Mallan

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

### **President's Report:**

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

Accepted: Charlie Collins

Seconded: Ron Russell

All voted in favor, and the motion passed.

### **Treasurer's Report:**

Bruce Ruppert's treasurer's report for May included the obvious news... there is a reduced income from patron services and fundraising due to the CoVid closure of the library. Manlius Library continues to waive fines.

For the time being, technology, programming, and physical material collection costs have been deferred until reopening and will pick up starting in June.

Due to remote access for the library, the digital collection expenditures are over budget but will be offset by reductions in purchasing of physical materials. There is a 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. The audit was placed on hold so no professional fees were charged in May, but will occur this summer.

To assist with a safe reopening, a down payment for work on tempered glass guards around the circulation desks was placed. The rest of the costs will be paid in June, with office upgrades occurring in July.

### **Approval of May 2020's Treasurer's report:**

Accepted: Bonnie Buelow

Seconded: Charlie Collins

All voted in favor, and the motion passed.

### **Director's Report:**

Director Jennifer Milligan's report focused not only on the Coronavirus response & reopening Plans, but the policy reviews for Telecommuting, Employee Handbook Updates and the Patron Code of Conduct Updates as well.

In regards to the Coronavirus response, the library continues to be busy! The library staff's mantra is, "the building isn't open; but, how can we serve you?" With that in mind, the staff has created a variety of services such as scanning documents for patrons; curbside

delivery of books; book recommendations offered; virtual programming and visits, etc! Channel 9 News and the Eagle Bulletin has even recognized the library with featured stories:

- [https://youtu.be/MH\\_INXLOB0M](https://youtu.be/MH_INXLOB0M)
- <https://eaglenewsonline.com/new/2020/06/18/upcoming-events-at-the-manlius-library/>

In regards to reopening, NYS has updated the guidance for public libraries, staff was back in the building and the book-drop reopened starting June 8. Staff received detailed remote training on June 5. Re-opening preparations occurred the week of June 8, with a soft roll-out of curbside pickup, followed by the full launch of curbside pickup service on June 15.

The detailed re-opening plans include:

- Curbside pickup and phone support will initially occur 1-9 Monday and Wednesday, 9-5 Tuesday, Thursday, Friday, and Saturday
- Virtual programming will continue with live programming being postponed indefinitely
- 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. Glass barriers will be installed the week
- of June 8 with office modifications being made July 3.
- 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.
- 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.
- Staff will answer screening questions via an email link each day prior to 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.
- Use of rooms and live programming will be postponed indefinitely
- Fines will be suspended for the remainder of 2020
- Employee and patron policies are being updated to reflect new policies related to the pandemic

Accepted: Bruce Ruppert

Seconded: Bonnie Buelow

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, September 24, 2020 at 5:00 pm, if needed, we will meet virtually via Zoom.

motion of adjournment:

So Moved: Linda Napier

Second: Charlie Collins

Best,

Bonnie Buelow, Secretary