

## Hazard Library Association Board of Trustees Meeting

Minutes of Monday, June 1, 2020

The meeting was conducted on Zoom due to COVID-19.

Present: Nancy Hart, Connie Rejman, Rich Harrison, Pat Covert, Bess Simkin, Deb Beyea, Lisa Semenza, Betsy Donald. Absent: Doug Hastings, Laura Talcott

President, Nancy Hart, brought the meeting to order at 7:11 p.m.

Connie Rejman commented that she and Karen Simkin moved donated books from the library porch to the Old Emily Howland building. There were lots of kids' books. Connie & Carolyn Littlejohn sorted them by age groups.

Minutes: Rich moved to adopt the minutes as corrected/added and Pat seconded. Carried.

Treasurer's Report: Since Laura was not present, there was no Treasurer's Report. The meeting was a week early, so Laura will email everyone the report in a few days. Lisa noted that the Visa bill came and the charge was a small amount.

Director's Report: Lisa continues to wait for the official nod of approval from the county for libraries to open. She continues to meet regularly with Cayuga County Library Directors as well as a weekly update meeting with the FLLS Director. The supplies that were ordered (around \$200) from FLLS should be arriving soon. Will need to sit for (quarantine) 72 hours. Bounty paper towels were gotten from Sam's Club. We have enough toilet paper. Plastic bags were gotten for curbside pickup. Lisa is handling orders.

Lisa placed a book order, so new books will be available when we are able to start curbside pickup. Once she and Linda are able to work in the building again, they can start processing them as part of their in-house work.

STORY HOUR continues each week online, as well as BOOK CLUB that meets the first Wednesday of each month - currently on line as well. SUMMER READING is still a work in progress. Orders were placed for this, so there is an expense.

Online performers and workshops will be offered (Facebook & Zoom), but still not sure what to do to address the SUMMER READING ACADEMY that is part of the grant. There will be a meeting with the literacy committee from the school on Monday to see if they have suggestions or input. Still unsure what to do for struggling readers. Some thoughts were having people read to them online. Perhaps call and read to them. Lisa got Rex email information.

UKELELE CAMP will be giving out instruments. Previous students will be teachers on Zoom.

Lisa has lots of books to be checked in. Still not sure about reopening timeline. It looks like the week of June 15 the library may be open for curbside pickup only. There is lots of work to reopen. People can place a hold on line or call the library for Hazard Library books only which also need to be returned to Hazard Library. Lisa and Linda are working on a plan. They prefer not to have volunteers at this point. Lisa and Linda will be taking 3 hours shifts (9-12, 2-5 Tuesdays and Thursdays, and 9-12 on Saturdays.) Getting the word out to the public will be through The Citizen, email lists, website, & Facebook.

## REOPENING:

1. A motion was made by Pat Covert and seconded by Connie Rejman to reopen as stated in the following Reopening Resolution:

WHEREAS Hazard Library Association has been closed since March 17, 2020 due to the COVID-19 pandemic; and WHEREAS it has been determined that Hazard Library Association may operate with restrictions; and WHEREAS the board has determined that, per a plan developed using the NY State template and CDC guidance the library may do so in accordance with all required protocols for safety; BE IT RESOLVED, that the library shall open per the attached Safety Plan at such time as guidance provided New York State and Cayuga County allows.

2. NY State Forward Safety Plan - Lisa completed this (needs and expectations) and has it on hand if anyone wants to see it. A motion was made by Connie and seconded by Deb to approve this. Carried.

The board did some brainstorming about putting a shield around the desk. Will discuss this further at a future meeting. Lisa and Linda will clean after each shift. WE NEED TO DECIDE IF WE NEED A CLEANER AT THIS POINT. (No decision was made).

3. Reopening Plans in Response to COVID-19 (Stages of reopening)

Lisa and Linda are working together checking in and shelving after disinfecting (72 hour quarantine) and following all Safety plan measures.

Stage 2 - Curbside in progress.

Stage 3. - One - two persons allowed at a time (including staff person) when we are able to open the buildings for patrons to come inside. Discussed fans/AC & computer use.

Discussed waterproof keyboards. Pat motioned and Deb seconded to buy 3 waterproof keyboards at \$35 each for a total of \$105. Carried.

Other safety items discussed were:

Removing cloth covered chairs and replace them with vinyl chairs.

Lisa or Linda will be the only people making copies.

Stage 4. Down the road - no specific plan for more normal library usage.

A motion was made by Rich and seconded by Connie to approved the reopening plan. Carried.

4. Pandemic Illness Policy - Keep things clean, wash hands, wear gloves & masks, use cleaning solutions. STAY HOME if ill, have sick leave/family sick leave (confidential).

A motion was made by Pat and seconded by Deb to approve the Pandemic Illness Policy. Carried.

OTHER BUSINESS: FALCONS Meeting - Talked of replacing a computer (stand-alone). It now has Windows 7 and needs an update. Orders are going out later in the summer. We may want a laptop as it is handy. We would just get one new one.

Rich reported on the hot water heater (Post Office side) - He said we should not be billed for this replacement as it was done by the Post Office before we had a chance to comply. If there is a shortage in the rent check, let him know and he will take care of it.

PLEXIGLASS - Doug offered before to look into putting this by the desk. Nancy will check with Doug to see if he is still willing to do this.

Connie noted that donated books should be put in the bins and not left on the Library porch.

OUTSIDE LAWN TOYS: The caterpillar will be moved to the back of the building along with the dismantled slide.

BOOK SALE/SUMMER PROGRAMS: We will not have a Book Sale or public gathering programs this summer. Betsy will notify the Poplar Ridge Fire Department Jackie Dickinson), and Bess will let the Meeting House know that we will not be using that for our summer programs.

Liability Issues: Nancy will check with the lawyer on this.

Our next meeting will be MONDAY, JULY 13 at 7:00. It will be "in person". It may be on the library lawn with all bringing a lawn chair, or if weather is not permitting, it can be at the Meeting House. All safety guidelines will need to be followed. Please wear a mask.

The meeting was adjourned at 8:42. A lot of "ground was covered" especially in reference to reopening and Nancy thanked the Board.

Respectfully Submitted, Betsy Donald, Secretary