

**Southeast Steuben County Library
Board of Trustees
Special Online Meeting via Zoom Interactive Platform
March 31, 2020**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer Nancy Kirby Kurjakovic
Secretary: Julie E. Fromer
Gail Bardhan
Umid I. Khasanov
Barry W. Nicholson
Kate Paterson
Louise Richardson
Louise A. Sullivan-Blum

Absent:

Hatesh R. Radia

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager
Hannah Wascheyzn, Patron Support Specialist, designated Circulation Supervisor

Call to Order:

President Barbara A. McLean called the meeting to order at 4:31 p.m.

Public Comment:

There was no public comment.

Consent Agenda:

1. **Minutes of the February 20, 2020 regular meeting**
2. **February Financial Report**

The Finance Committee met in March, 2020 to review the Financial Report.
On a motion by Barry W. Nicholson, seconded by Kate Paterson, all items on the Consent Agenda were approved unanimously.

Director's Summary

Library Director Pauline Emery noted that New York's COVID-19-related pandemic restrictions made this special online interactive meeting necessary. Circulation Supervisor Marcia J. Stewart will retire after 40 years working with the Southeast Steuben County Library and its organizational predecessors in Corning. Marcia Stewart will be the Southeast Steuben County Library's first retiree, and she will be honored at a later date. Two previously scheduled gala events planned to honor her invaluable

contributions were canceled, with regrets, due to pandemic-related social distancing restrictions. These will be rescheduled.

Library staff members have developed robust online programming for the community during the current pandemic, including storytimes, yoga, book reviews, art projects, science programs, *Coffee, Tea and English* interactive sessions, and much more.

Rescind Levy Resolution:

Pauline Emery noted that the New York Library Association, responding to the pandemic and the Governor's order to close library buildings, has suggested that libraries with approaching levy votes and with the legal ability to do so consider rescinding pending levy increase propositions. Since no legal notices regarding the levy proposition have been posted, the library has the option to rescind. State Education Law 259 permits the library to place its budget levy before voters as a proposition on the same ballot as the school district. The Library Board of Trustees in January approved a resolution asking for a levy of \$858,062, an increase of \$20,343 from the current levy of \$837,719. After a wide-ranging discussion including roughly estimated 2021 budget implications for the library as well as the presumed negative community impacts of a proposed tax increase during this period of global financial instability, President Barbara McLean called for a motion on a resolution to rescind the levy increase ballot proposition.

On a motion by Treasurer Nancy Kirby, seconded by Louise Richardson, further discussion was opened. Trustees mulled various implications of going ahead with the ballot proposition or withdrawing it. If the levy proposition were to be withdrawn, the current levy amount of \$837,719 would carry over into the 2021 budget year without a public vote. Trustee Barry W. Nicholson expressed concerns about bowing to projected negative public optics by rescinding. "I look at [library] financials, and we may be missing the larger picture," he said.

After further discussion, trustees voted on the following resolution.

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, the Southeast Steuben County Library board will rescind its prior board resolution (dated 1/16/2020) requesting an allowable levy funding increase in 2020. This action is taken due to the unprecedented COVID-19 pandemic.

Barbara A. McLean	Yes
Christine Sharkey	Yes
Nancy Kirby Kurjakovic	Yes
Julie E. Fromer	Yes
Gail Bardhan	Yes
Umid I. Khasanov	Yes
Barry W. Nicholson	No
Kate Paterson	Yes
Louise Richardson	Yes
Louise A. Sullivan-Blum	Yes

With trustees favoring the resolution 9-1, the resolution carried.

Quarantine/Work from Home Policy:

Barbara McLean introduced a policy drafted and recommended by the Policy Committee. After brief discussion and editorial changes, trustees approved the following policy unanimously, to be included in the Staff Manual:

Southeast Steuben County Library Quarantine Policy

If a full- or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay, including their prior established benefits, for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

During mandated quarantine or library closure, employees must be ready and willing to work remotely on projects identified by library leadership during their working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process of logging hours.

Active Shooter Plan:

Barbara McLean introduced a policy recommended by the Policy Committee, for inclusion in the library's disaster/emergency preparedness plan. Pauline Emery related that the policy was based on a Mid-Hudson Library System plan, pursuant to recent changes made by the United States Department of Homeland Security. The following policy was approved unanimously:

Active Shooter Plan

If you think you hear gunshots, immediately secure yourself in a safe location. Most people look to others to confirm their assumptions. Do not waste time doing this!

If you are not sheltered in a secure space (a closed room that you can lock and make dark):

- Run in the opposite direction of the gunshots
- Exit the building if possible
- Inform others as you exit the building
- Trust your instincts
- Leave your belongings behind
- Call 911:

- Give Location of the shooting
- Number of shooters and other information you may have
- Description of shooter(s) (clothing, race, gender)
- Numbers and types of injuries- if you know
- What types of weapons you saw or heard
- If the assailant has a backpack

If you cannot exit the building:

- Go to the nearest safe space (a room you can secure)
- Close, lock, and barricade door (using file cabinets, desks, other furniture)
- Close shades, turn off lights
- Mute your cell phone, turn off radios and computer monitors
- Keep quiet
- Do not answer the door
- Get on the floor and behind heavy furniture
- If there is more than one of you, spread out (no easy targets and more opportunity for escape or for overpowering shooter)

Remember, the shooter generally will not stop until s/he is stopped.

Do not exit your safe space until you are sure the police are in control of the situation.

When the police come:

Remain calm and keep your hands visible with your palms open and facing up. Do not move until an "all clear" command is given.

Help with first aid.

Have basic first aid supplies on hand.

You are now in a crime scene. Follow all instructions given to you by the officers.

Closure Resolution Revision:

Barbara McLean introduced a revision to an emergency resolution adopted by email vote on March 16, 2020. That resolution, closing the library temporarily as of March 17, 2020 and ensuring staff payroll support during the closure, stated the closure would be "reassessed on April 13." The revised policy states the closure will continue until a new Executive Order by the New York State Governor enacts the reopening of public buildings. On a motion by Barry W. Nicholson, seconded by Louise A. Sullivan-Blum, the following revised resolution was approved unanimously:

The Southeast Steuben County Library's Board of Trustees votes to close the Southeast Steuben County Library due to the COVID-19 virus. The closure will begin March 17th and will continue until an

official New York State Governor Executive Order enacts the reopening of public buildings.

The Southeast Steuben County Library's Board of Trustees votes to ensure all current part-time and full-time staff, in accordance with our emergency closure policy, will continue to receive their same payroll and benefits during the duration of an emergency COVID-19 closure. Employees will work from home and will establish goals and a plan of service during this closure.

Committee Updates:

- **Facilities** – Chair Kate Paterson said the RFPs for HVAC work went out. Four construction companies have expressed interest in bidding, so far, according to Project Manager Bob Drew. The library was considering possible opportunities to begin construction earlier than previously anticipated. Other allowable projects, such as essential electrical work, have been pushed forward wherever possible. The Committee extends thanks to Bob and Pauline, “who have been working full on in keeping things moving.” Louise Richardson says it is great we have interest in the HVAC project from four construction companies. Pauline Emery noted surfaces throughout the library building have been sanitized, and rugs cleaned.
- **PR/Advocacy Committee** – Chair Barbara McLean said the Committee has not convened since last report. “Pauline and I will be meeting by Zoom with a consultant about branding and messaging.”
- **Fund Development Committee** – Chair Louise Richardson said the Committee met recently. “While we have a healthy Annual Campaign, it is not huge part of our budget.” The Committee is developing a case statement for the library, pursuant to a future Capital Campaign.
- **Nominating Committee** – Chair Barbara McLean said the Committee will continue to seek out library trustee candidates with finance and fund development expertise.
- **Policy Committee** - Barbara McLean said apart from the policies approved today, we are now in Phase Three of our Pandemic Policy, triggered by the building closure. The committee is working on Phase Four. Another policy under consideration is a more formal crisis communication plan.
- **Scholarship Committee** – Chair Julie Fromer said one application was received so far, but it was ineligible. “We will have to wait and see how COVID-19 affects the scholarship.”
- **Friends of the Library** – Liaison to the Friends of the Library Julie Fromer said there was a flurry of emails at one point among Friends

of the Library Board members and Book Sale Committee members. Regrettably, the Spring Book Sale was cancelled.

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the meeting at 5:28 p.m.

The next regular meeting of the Library Board of Trustees will be held on Thursday, April 16, 2020 at 4:30 p.m. (tentatively scheduled)