

**Southeast Steuben County Library
Board of Trustees – Regular June Meeting
Via Zoom Interactive Platform
July 16, 2020**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Secretary: Julie E. Fromer
Gail Bardhan
Umid I. Khasanov
Barry W. Nicholson
Kate Paterson
Hatesh R. Radia
Louise Richardson
Jeffrey Scott
Louise A. Sullivan-Blum

Absent:

Treasurer: Nancy Kirby Kurjakovic

Guests:

Pauline Emery, Library Director
Brad Turner, Assistant Library Director
Lori Reenan, Library Business Manager

Call to Order:

President Barbara A. McLean called the meeting to order at 4:34 p.m. She introduced new Trustee Jeffrey Scott to those assembled. He is a City of Corning resident employed by Corning Incorporated. "I am happy to have him join us today."

Oath of Office:

Jeffrey Scott was sworn in to a term representing the City of Corning that expires December 31, 2021. Notary Public and Library Business Manager administered the oath of office.

Public Comment:

There was no public comment.

Consent Agenda:

**Minutes of the June 18, 2020 Regular Meeting
June Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Kate Paterson, seconded by Gail Bardhan, trustees voted unanimously to approve all items on the consent agenda.

Director's Report:

Library Director Pauline Emery said the library's latest innovation – checkouts of book bundles – has proven popular with patrons. Librarians and staff will select up to five books from our collection at the library annex, based on the patron's favored genre or taste. Patrons will fill out a form online. At the library annex, "we are experiencing overflows in returns and we are looking for places to store them."

The library will hold a staff meeting outdoors in Fallbrook Park on Monday. "We want to make sure we walk through the checkout process, since we will be open for browsing starting July 27." In August, the library will focus on preparing for the move back to 300 Civic Center Plaza. Also during August, the Director will work with staff to determine what kind of services will be provided when the library building opens to the public. "It has been a year of continuous planning."

Barbara McLean noted that Governor Cuomo has extended modifications originating from Executive Order 202.1, which allowed public bodies to meet and take action virtually during the pandemic. The new Executive Order extends the Open Meeting Law amendments until August 5, 2020.

Southern Tier Library System Board Vacancy:

Pauline Emery announced that Southern Tier Library System was seeking to fill a future vacancy on its board. Dale Wexell, who represents Steuben County on the STLS board, will leave the post on December 31. The vacant term ends in 2025.

Louise Richardson currently serves on the STLS board. She said the STLS board has a similar structure to the Southeast Steuben County Library board, with regular meetings convened monthly, 11 times a year. "STLS is a terrific organization with a terrific staff, much like our own library."

New Policies and Policy Amendments:

- COVID-19 Paid Sick Leave
- Remote Meetings Policy
- Staying Home When Ill Policy
- Quarantine Policy – *Amendment*
- Patron Conduct Policy - *Amendment*

COVID-19 Paid Sick Leave:

Barbara McLean displayed New York State's COVID-19 Sick Leave Policy and explained that the Policy & Personnel Committee plans to examine the policy and determine how it meshes with the existing library policy. "We do not have to vote on the New York State policy. It is more for your information."

Remote Meetings Policy:

Barbara McLean displayed the Policy & Personnel Committee's recommended Remote Meetings Policy. An addition to the Staff Manual, it addresses staff attendance at conferences and other remote programs.

On the call for discussion, there was none. Trustees voted unanimously to approve the following policy:

Remote meetings, programs or conferences

Conferences

The Director establishes the conference budget annually. Employees shall communicate their interest in attending conferences to their direct supervisor. Conference expenses will only be paid for by the Southeast Steuben County Library if an employee receives approval from the Director. An employee may register and make travel/lodging accommodations upon approval. Conference expenses are limited to: registration, travel, lodging and meals, as outlined in the staff manual.

All conference expenditures shall be realized through billing or paid by the library issued credit card. Employees will not be reimbursed for conference expenditures if they use their own credit or debit card without prior approval. Employees shall seek reasonable pricing for all conference expenses.

Employees may also attend conferences which are job-related at their own expense if the SSCL budget does not support participation and if in-hours work coverage is not an issue. Conference attendance will be considered as a regularly scheduled working day, as approved by the Director. Travel time to and from conferences is considered work time.

Overtime may not be accrued without prior written approval.

Meetings and Programs

Work related meetings/programs taking place within working hours or approved after hours are counted as work time. Traveling to and from meetings is considered work time.

Refer to the staff manual regarding travel, meals and mileage compensation.

Staying Home When Ill Policy:

Barbara McLean displayed the proposed Staying Home When Ill Policy. Adoption of the policy was recommended by the Policy and Personnel Committee. The policy will apply to flu and other pandemic diseases including COVID-19. On the call for discussion, there was none. Trustees approved the following policy unanimously:

Southeast Steuben County Library Staying Home When Ill Policy

The Library provides employees that work 25 hours or more paid time off and other benefits to compensate employees who are unable to work due to illness. During flu season and/or some other pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea and vomiting.

The Centers for Disease Control and Prevention has recommended that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medication.

Cases of pandemic illness must reference the latest CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Employees should refer to Southeast Steuben County Library Staff handbook regarding sick leave or if applicable, the COVID-19 Sick Leave policy.

Quarantine Policy amendment:

On the recommendation of the Policy and Personnel Committee, trustees voted unanimously to amend the existing Quarantine Policy. The policy's title was changed to, "Southeast Steuben County Library Quarantine Policy during New York State Pause." New York State mandated laws, if applicable, will supersede this policy. This policy may be revised and incorporated into a broader building closure policy at a later date.

Patron Conduct Policy amendment:

Barbara McLean said an amendment needed to be made to the Patron Conduct Policy's rule about bringing animals inside the library in order to conform to provisions of the ADA. The Policy and Personnel Committee did not have a chance to review the change.

After brief discussion, on a motion by Barry W. Nicholson, seconded by Gail Bardhan, trustees voted unanimously to replace the existing rule with the following rule and note:

Bringing in animals, except those trained as a service animal. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.*

*A service animal is defined as any animal that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Including, but not limited to: guiding a visually impaired person, opening or carrying items for a person in a wheelchair, alerting a deaf or hard of hearing person to sounds, reminding someone to take their medication, detecting the onset of a seizure and

ensuring the person's safety, alerting someone their blood sugar level is high or low, sensing the onset of an anxiety attack and helping to lessen its impact.

Facilities Update/Change Order Resolution:

Facilities Committee Chair Kate Paterson said the committee met last week. The HVAC project was moving forward, with good reports from the library's Project Manager. Even so, several change orders requested by contractors need to be approved. "The Facilities Committee realized we need to establish a balance between [promptly approving necessary] changes and oversight. The Committee proposed a resolution establishing that balance. The Finance Committee assisted in setting the resolution's cost parameters for decision making. The resolution was recommended by the Facilities Committee and the Finance Committee.

On the call for discussion there was none. Trustees voted unanimously to approve the following Change Order Resolution:

Upon the recommendation of the Facilities and Finance committees, the Library Director has permission to sign change orders for the HVAC and safety construction project up to \$6,000. Change orders over \$6,000 and up to \$12,000 will be reviewed and recommended by the Facilities Committee. Committee review and recommendation can take place virtually or if needed by email. Any change order over \$12,000 will be reviewed and recommended by the library board. Collectively change orders are not to exceed \$120,000.

Six change orders have been received so far, with one requiring approval from the Board of Trustees. Kate Paterson explained the item in question would authorize contractors to use a better mounting method for the 14 VFR Heat Pumps to be installed on the library building roof. The Facilities Committee recommends the change, but did not have the price available at time of review. The mounts will cost \$16,320. Pauline Emery noted the new mounts will facilitate easier maintenance of the Heat Pump units.

On a motion by Louise Richardson, seconded by Barry Nicholson, and with no further discussion, the \$16,320 change order was approved unanimously.

Trustees were invited to tour the construction areas with Project Manager Robert Drew, P.E.

Annual Meeting - Ideas:

Barbara McLean said she would welcome ideas on organizing the library's Annual Meeting. She asked trustees to think about whether an in-person event or a virtual event should be held, and she suggested that the Board consider honoring library volunteers and Friends of the Library volunteers at the meeting.

Committee Updates:

- **Fund Development** – Chair Louise Richardson said the Committee will schedule an August meeting to talk about the Annual Campaign

and to start building a bigger donor base.

- **Scholarship** –Secretary Julie Fromer, chair of the Nancy Douth and Friends of the Library Honorary Scholarship Committee, said she forwarded videos of the scholarship winners to Pauline Emery. The videos will be made available on Facebook.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Fall Book Sale was canceled by the Friends. The July meeting was canceled due to technical difficulties, so the vote to cancel was via email. Hatesh Radia suggested that the Friends consider holding more than one book sale in the spring, and he offered to help. In recent years, Hatesh Radia and a group of his students at Corning Community College have helped move books from the library garage to the sales site at the East Corning Fire Hall.

Other Business:

There was no other business. Barbara McLean directed the Board to meet in August this year to nominate its candidate for the STLS vacancy.

Adjournment:

Barbara McLean adjourned the meeting at 5:33 p.m.

The next meeting of the Library Board of Trustees will be held on August 20, 2020 at 4:30 p.m. via Zoom interactive platform.