

**Southeast Steuben County Library  
Board of Trustees – Regular Meeting  
Via Zoom Interactive Platform  
September 17, 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  
Louise Richardson  
Jeffrey Scott  
Louise A. Sullivan-Blum

**Absent:**

Treasurer: Nancy Kirby Kurjakovic  
Hatesh R. Radia

**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.

**Public Comment:**

There was no public comment.

**Nominating Committee:**

Barbara McLean accepted the resignation of Umid I Khasanov, library trustee since 2018. "He will be leaving us and going on to new adventures in Chicago," she said. After accepting well wishes from those assembled, Umid Khasanov confirmed he submitted a potential applicant's resume to the Nominating Committee. The committee will review the resume and make contact. Umid Khasanov vacates an At Large term that ends December 31, 2022.

**Consent Agenda:**

**Minutes of the August 20, 2020 Regular Meeting  
August Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Chris Sharkey, seconded by Kate Paterson, trustees voted unanimously to approve all items therein.

**Director's Report:**

Library Director Pauline Emery said the library had exciting news, "By the end of next week we will be launching Hoopla," a digital content provider. Hoopladigital.com provides streaming audiobooks, music, video and eBooks. The on-demand service will be accessible with a Southeast Steuben County Library card number. Hoopla has an advantage over other library content platforms in that users won't have to wait for reserves. "It is an on-demand service," with no hold queues. Overdrive content will continue to be accessible to library cardholders, as well as RBDigital.com periodicals.

Pauline Emery said she has "been so impressed" with library staff as departments plan for the October 12 move from the temporary annex back to the library building. Also, coping with uncertainty, change and stress will be the topic of an October 9 interactive session for library employees, arranged by Business Manager Lori Reenan through the library's EAP provider, Clinical Associates.

**Library Closings Policy:**

Barbara McLean said the Policy & Personnel Committee met to draw up a Library Closings Policy for the Staff Handbook. The policy would revise and expand a temporary policy approved during New York Pause that determined procedures, staff responsibilities and entitlements during that mandated library building closure. The new policy applies to library closings - short-term or long-term - due to inclement weather, construction, emergencies and other causes. "We wanted to pull this all together," Barbara McLean said. The Committee determined its draft proposal should be discussed by the full board.

On a motion by Kate Paterson, seconded by Louise Sullivan-Blum, discussion was opened.

After discussion, Trustees added a disclaimer to the policy. Trustees voted unanimously to approve the following policy for inclusion in the Staff Handbook, and to archive the temporary policy it replaces - Quarantine during New York State Pause - in an addendum to the Staff Handbook:

## **Library Closings Policy**

The Director may elect to close the Library because of weather, pandemics, natural disasters, building emergencies or scheduled construction, unforeseen emergencies, or by a state, county, or community mandate. In the event of a weather or emergency closing before the scheduled Library opening time, the Director or designee will activate the staff calling chain, alerting earliest those staff members who live farthest from the Library and those scheduled first in the building. In the event of an emergency situation in the Library during the workday, the Director or designee will determine closure of the Library and subsequent staff release.

Staff who would have worked on the day or days of emergency will be paid as if they had worked. Staff members who are sent home during the workday will be paid as if they had worked their normal hours for that day. Total hours for the day will not exceed 8 hours for full-time employees and will be prorated for part-time employees according to their schedules. Staff who had arranged to use PTO on a closure date still must use that PTO.

Please refer to the Library's emergency procedures handbook for details regarding various disasters and emergencies.

### **Extended Closure**

In a situation where the Library is closed to the public for an extended period of time, patron services will be modified or temporarily suspended during the closure.

Staff, under the direction of the leadership team, will:

- Implement any Federal, State, or Local health and safety measures as directed.
- Follow emergency policies, if applicable.
- Communicate with the library board, staff, and volunteers on a continuous basis.

- Contact and communicate with all building tenants throughout the closure.
- Communicate with Southern Tier Library System and other member libraries throughout the closure
- Put in place any health or safety requirements.
- Designate essential workers who may be needed in the building.
- Update the Library's website and social media pages with the latest information regarding closures and library services.
- Postpone outreach and programs as required.
- Cancel or postpone all meeting room reservations.
- Consider revisions to the hold policy for patrons.
- Consider offering curbside services to patrons
- Halt in-house check outs of all physical library materials if needed.
- Suspend the charging of fines for late materials; encourage and ask patrons to hang on to their library materials, if needed.
- Have post office hold mail, if needed.
- Contact all vendors, cleaning services, and maintenance services to inform them of the closure and consider suspension of service, if applicable.
- Suspend new material deliveries, if applicable.
- Continue to process new materials, if possible.
- Offer telephone-email- virtual reference services only.
- Offer virtual and phone tech training.
- Suspend or alter Books-By-Mail service to homebound patrons, if necessary.
- Continue to provide and promote e-resources, unless prohibited by the emergency.
- Research and share relevant resources with staff, volunteers and the public.
- Inform the public of all measures the Library is taking via the website, social media and the automated phone message, and all media outlets.

- Put informational signs on library doors and book drops, as needed.
- Implement a hiring freeze.
- Ask volunteers to stay home, if needed.
- Replace in-person staff, board of trustees, and committee meetings with teleconferencing or virtual meetings.
- Allow as many staff as possible to work from home.
- Continue to check in and process returned library materials, if possible.
- Halt staff's attendance at offsite in-person meetings, conferences, luncheons, etc., if needed. Opt for virtual meetings.
- Modify work schedules and shift staff duties, as needed.
- Reopen the Library with limited hours and/or services, as needed.

The policies and practices and explanations herein are subject to change by the Library Board of Trustees at any time without notice. Any changes in or deviations from this manual shall only be made in writing by the Executive Director.

- Adopted by the Library Board of Trustees on September 17, 2020

**Reopening Q & A:**

Pauline Emery shared a proposed "Q & A" document written to inform the public about library service changes in October. The library plans to reopen to the public at 300 Nasser Civic Center Plaza on October 26. There will be a three-week in-house service interruption starting October 3 to facilitate the move back from temporary quarters and to allow staff to prepare for reopening under New York Forward regulations.

Library Hours and Services starting October 26 were included.

During informal discussion, Barry Nicholson proposed adding a statement that service changes were due to health and safety considerations.

When discussion concluded, Gail Bardhan moved to endorse the Q & A with the addition suggested. Louise Richardson seconded the motion. Trustees voted unanimously to approve.

**Loans Update/Resolution:**

Barbara McLean called for consideration of a loan resolution recommended by the Finance Committee. Trustees voted unanimously to approve the following resolution:

The Southeast Steuben County Library's Board of Trustees, upon the recommendation of the SSCL Finance committee, recommends that the Director request \$400,000 from our approved 20 year loan at the interest rate of 3.75% from Chemung Canal Trust Company, Corning, NY 14830. The funds will be deposited into the Library's Operational account held at the Chemung Canal Trust Company and will then be transferred to the Library's Capital account held at Elmira Savings, Corning NY. These funds will be used to pay HVAC and Health and Safety Project cost.

**Facilities Update:**

Facilities Committee Chair Kate Paterson summarized the latest HVAC construction progress update from Project Manager Robert Drew, P.E. Construction work was 90 percent complete and will be completed in the next few weeks. A main breaker does not work and will be replaced. A quote for that was being secured.

**HVAC Budget Update:**

Library Business Manager Lori Reenan provided an update on the financial status of the HVAC project. Apart from the unknown cost of replacement for the main breaker there were no significant outstanding issues.

**Sexual Harassment Prevention Training:**

Barbara McLean said the Library Board of Trustees will have its annual Sexual Harassment Prevention training in November.

**Annual Meeting reminder:**

Barbara McLean reminded trustees the next monthly meeting would be held on October 15 at 4:30 p.m. via Zoom. The regular meeting will be followed by the Annual Meeting of the Membership, starting at 5 p.m. on the same

interactive digital platform. A special invitation to the Annual Meeting will be sent to library volunteers and the Friends of the Library Board of Directors.

**Committee Updates:**

- **Fund Development** – Chair Louise Richardson said the Committee will meet next week.
- **Friends of the Library** – Friends of the Southeast Steuben County Library Liaison Julie Fromer said the Friends board held an in-person meeting outdoors with masks and social distancing on September 9. Louise Richardson said the Friend’s Books Sandwiched In Committee planned to meet next week.

**Other Business:**

There was no other business.

**Adjournment:**

Barbara McLean adjourned the meeting at 5:32 p.m.

The next Regular Meeting of the Library Board of Trustees will be held on October 15, 2020 from 4:30 p.m. to 5 p.m. via Zoom interactive platform. The Annual Meeting will convene following the Regular Meeting, on the same platform.