

**Southeast Steuben County Library
Board of Trustees – Regular Meeting
Via Zoom Interactive Platform
January 21, 2021**

Trustees Attending:

President: Barbara A. McLean
Vice President: Christine Sharkey
Treasurer: Jeffrey Scott
Secretary: Julie E. Fromer
Gail Bardhan
Jamie Curtis
Kate Paterson
Louise Richardson

Absent:

Barry W. Nicholson
Hatesh R. Radia

Guests:

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

Call to Order:

President Barbara A. McLean called the meeting to order at 4:34 p.m.

Public Comment:

There was no public comment.

Oath of Office:

Business Manager and Notary Public Lori Reenan administered the Oath of Office to all library trustees present.

The following Library Trustees were duly sworn in:

Barbara A. McLean
Christine Sharkey
Jeffrey Scott
Julie E. Fromer
Gail Bardhan
Jamie Curtis
Louise Richardson

*Trustee Kate Paterson joined the meeting after the Oath of Office, during the Director's Report.

Conflict of Interest:

Barbara McLean distributed Conflict of Interest forms to trustees in December 2020. Trustees who did not return their statement were asked to complete the form during the meeting.

Nomination/Vote on Trustee Candidate:

Nominating Committee Chair Barbara McLean said the Committee has nominated Svetlana Short to serve the remainder of a vacant At Large term that expires December 31, 2022. Svetlana Short is Senior Managing IP Counsel at Corning Incorporated. She was recommended to the Nominating Committee by former Trustee Hatesh Radia. "The Nominating Committee recommends her highly."

Committee member Louise Richardson noted the candidate completed the application process, and said, "It is always wonderful when someone approaches us with interest, rather than having to twist arms."

On the call for discussion, there was no further discussion.

Trustees approved the nomination unanimously. Svetlana Short will be invited to the next meeting.

Consent Agenda:

**Minutes of the December 17, 2020 Regular Meeting
December 2020 Financial Report**

Barbara McLean called for a motion on the Consent Agenda. On a motion by Vice President Christine Sharkey, seconded by Louise Richardson, trustees voted unanimously to approve all items therein.

Director's Report:

Library Director Pauline Emery reported that despite pandemic related budget woes for local governments, the Steuben County Board of Legislators voted to support libraries, albeit with a 20% reduction. "We are happy that the Board of Legislators understands the need for libraries and the many roles libraries have been playing during the pandemic."

First Heritage Federal Credit Union has donated \$2,000 to the library in recognition of long years of service by its retiring board member, Mary Ann Thomas. She designated the library as one of two recipients for two \$2,000 First Heritage awards made in her honor. Mary Ann Thomas retired from the library board as its president in 2019.

Pauline Emery said that after a staff member tested positive for COVID-19, the library closed for one week beginning January 18. "We plan to open for curbside service next week. Then we will resume previous walk-in services on February 1. That is our goal." The library will introduce its new levy request to the public in April.

Discussion turned toward grants as Barbara McLean requested an update on the library's Annual Campaign. Assistant Director Brad Turner said the fund drive had raised more than \$63,000 to date, and was seeing returns in line with previous campaigns, with employer matching contributions on the rise. Christine Sharkey noted Corning Incorporated had made its matching contributions procedures more user-friendly. The company's Vibrant

Community Grants program roles out in January. Southern Tier Library System (STLS) was a recent Corning Incorporated Foundation grants recipient, Louise Richardson noted. That grant will be used to boost the library system's Wi-Fi signal range outside of its Coopers Plains facility.

Board Update Resolution:

On behalf of the Finance Committee, Treasurer Jeffrey Scott introduced a technical resolution required by financial institutions that will allow the library to update Board of Trustee signers on all library accounts. The resolution was approved unanimously.

Policies:

a) Closure Policy

b) Pandemic Operations Plan

Policy & Personnel Committee Chair Barbara McLean introduced two items recommended for approval by the Committee. The Closure Policy was a technical revision of an existing policy in the *Staff Handbook*. The other policy for consideration was the library's Pandemic Operations Plan. "We have voted on the closure policy before, but we made a couple of technical changes to reflect the Pandemic Operations Plan. The Pandemic Operations Plan is a new plan that all STLS libraries are working on now."

Barbara McLean proposed voting on the two policies together. Without objection to that, brief discussion ensued.

Pauline Emery explained the template for the Pandemic Operations Plan was put together by library system directors across New York pursuant to a state mandate. "We had to implement the plan this week," she noted, referring to the closure then in effect.

With no further discussion, trustees voted unanimously to approve the following revised Closure Policy and Pandemic Operations Plan:

Library Closings

- Revised and adopted January 21, 2021 by the
Southeast Steuben County Library Board of Trustees

The Director may elect to close the Library because of weather, pandemics, natural disasters, building emergencies, scheduled construction, other unforeseen emergencies, or by a state, county, or community mandate. In the event of a weather or emergency closing that occurs 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, those scheduled first in the building and the Public Relations Manager, who will notify local media. 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 continual 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;
- Ask and encourage 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

SOUTHEAST STEUBEN COUNTY LIBRARY PANDEMIC OPERATIONS PLAN

Date of Plan Approval: January 21, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Southeast Steuben County Library Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Southeast Steuben County Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Barbara A. McLean, President
January 21, 2021

Purpose, Scope, Situation Overview, and Assumptions

Purpose:

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope:

This plan was developed exclusively for and is applicable to Southeast Steuben County Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview:

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance

for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions:

This plan was developed based on information, best practices, and guidance available as of January 21, 2021. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expect us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.

- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Library Director of the Southeast Steuben County Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan.

Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of implementing this plan, all employees and contractors of the Southeast Steuben County Library shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The library board will be notified of pertinent operational changes by way of email, website and/or board meeting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of SSCL, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Library Director of SSCL, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Positions

A list and description of all positions and titles considered essential in the event of a state-ordered reduction of in-person workforce and the justification for classifying each position as essential.

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of SSCL. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

LIBRARY DIRECTOR:

Responsibilities

- Manage day-to-day operation of library
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees, and Friends of the Library.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals
- Manage whole building operations

- Daily check of library buildings and grounds to monitor for any structural or maintenance issues.
- Ensures regular cleaning of library buildings and maintenance of grounds.
- Ensures facilities issues are addressed
- Communication with building manager and tenants on status
- Financial oversight and HR needs in collaboration with the Business Manager and Board Finance committee.

ASSISTANT DIRECTOR:

Responsibilities:

- Manage day-to-day operation of library, as needed
- Supervise all personnel and volunteers, as needed
- Oversight of Public Relations on external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public. The Assistant Director, the Public Relations Manager and communication may all collaborate if needed.
- Manage whole building operations, as needed
- IT oversight coordinated with CPE/IT
- Ensure library Wi-Fi connections are functioning properly.
- Maintain network operations.
- Assist library staff in preparing to work securely while remote.
- Oversee door security and security cameras of the building.

PUBLIC RELATIONS COORDINATOR:

Responsibilities:

- Manage library website, updating it in a timely manner to reflect current status
- Manage library's social media profiles in a timely manner to reflect status.
- Coordinate with Director, Assistant Director on public messaging.
- Oversee that all online services are promoted and in working order

CIRCULATION SUPERVISOR:

Responsibilities

- Manage circulation of materials – checking books in/out
- Manage holds.

- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Basis cleaning and disinfecting of items and spaces used jointly among staff.
- Manage planning of required circulation process changes.
- Manage loss prevention methods.

BUSINESS MANAGER:

Responsibilities

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.
- Field Insurance, Retirement, Benefits, and NYS mandate questions

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 1. Internet capable laptop
 2. Necessary peripherals
 3. Access to VPN and/or secure network drives
 4. Access to software and databases necessary to perform their duties
 5. A solution for telephone communications
 6. *Note that phone lines may need to be forwarded to off-site staff

The Director will work from home with all necessary office equipment having already been supplied. This will enable the Senior Clerk to enter and manage the building, screen phone calls, address building and delivery issues, etc.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Southeast Steuben County Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Process:

The Library Director will work with all Department Heads to identify coverage needs. Hours of operation will be established based on what services can be provided and staffing needs. We will stagger shifts and limit the amount of time staff work in the building. When able, we will strive to have a staff pod system to reduce exposure.

The Assistant Director and all Department Heads will target the needs of staff working remotely. Needed equipment, services, and cost will be established and reviewed by the Director and the Library Finance committee.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - (a) As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - (b) Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - (a) PPE must be stored in a manner which will prevent degradation
 - (b) Employees and contractors must have immediate access to PPE in the event of an emergency
 - (c) The supply of PPE must be monitored to ensure integrity and to track usage rates

The purchaser has purchased numerous amounts of PPE for library implementation – masks, gloves and commercial grade cleaners – which are stockpiled and inventoried regularly for replenishment.

A six month supply of all projected needed PPE will be kept at all times. A periodic inventory will be taken to access sufficient supplies by the purchaser.

PPE will be stored in one of the main offices for easy access and to keep it safe from degradation.

Items needed:

- Gloves 50 boxes Med. 50 boxes Large, 10 XL
- Mask Disposable 100 boxes

- Hand Sanitizer 4 gallons
- Plastic Face Guard- 20 * note we can make these internally as needed
- Mask- fabric 50
- All cleaning supplies are purchased through SANCO and are collaborated with our current cleaning service.

*Note- list subject to additional items

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

1. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - (a) As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - (b) The Assistant Director must be notified to ensuring these protocols are followed
 - (c) The Assistant Director will oversee the contact tracing process
2. If an employee or contractor is confirmed to have the disease in question, the Director or Assistant Director should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Each employee is responsible for notifying the Director or Assistant Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit

symptoms of the disease. Each employee is to answer all health questions before they start their shift. Each employee will sign the time they come to work and when they leave. A cleaning service will clean commonly touched services twice a day. They keep a log of their cleanings. Staff is required to follow their departments cleaning protocols.

The person or persons who quarantines will be asked to provide proof of a negative test before being permitted to return to the building.

The SSCL will follow NYS Employee Rights for paid sick leave and expanded family and medical leave under any established response acts. The library will also apply its own leave benefits as appropriate.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - (a) High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. Each department has established cleaning protocols for each shift change. Department heads are responsible for any needed updates and changes and are required to notify all staff of changes in protocols.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Southeast Steuben County Library is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Southeast Steuben County Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Southeast Steuben County Library (SSCL) will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, SSCL will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by SSCL, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of SSCL, and as such are not provided with paid leave time by SSCL, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by SSCL to support contact tracing within the organization and may be shared with local public health officials.

Time sheets will include a location log for staff to fill in.

Housing for Essential Employees

A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.

N/A

- Approved by the Southeast Steuben County
Library Board of Trustees on January 21, 2021.

Committee Updates:

- **Facilities** – Chair Kate Paterson reported that a few LG system switch problems still needed to be resolved. Pauline Emery and contractors did a walkthrough recently. HVAC problems will be fixed. Rekeying should be finished on Monday. An electrical problem with the Main Breaker cannot be resolved without cooperation from the City of Corning. Barbara McLean thanked the Facilities Committee, Pauline and Project Manager Bob Drew Barb for their work on the new environmentally friendly HVAC system. “It almost feels surreal that we are coming to the end of this project after all this time.”
- **Fund Development** – Chair Louise Richardson said there was no update. The committee will schedule a meeting soon “and will look at Annual Campaign.”
- **Scholarship** - Chair Julie Fromer said Nancy Douth and Friends of the Southeast Steuben County Honorary Scholarship applications for 2021 would be coming soon. Public Relations Coordinator Marshall Hyde has implemented changes on the application webpages. Once they go live, Julie Fromer will forward application information to local school guidance counselors. Jamie Curtis plans to join the Scholarship Committee.
- **Friends of the Library** – Louise Richardson attended the two virtual Books Sandwiched In presentations so far, and the Friends’ Annual Meeting. These Zoom meetings were “really great,” she said, adding, “It is hard to coax people to ask questions online.”

Other Business:

There was no other business.

Adjournment:

Barbara McLean adjourned the regular meeting at 5:21 p.m.

The next Regular Meeting of the Library Board of Trustees will be held on February 18, 2021 at 4:30 p.m. via Zoom interactive platform.