

SPLD Board of Trustees Meeting 5_26_2020

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SUMMARY KEYWORDS

lisa, library, building, committee, questions, board, meeting, audit committee, policies, staff, joe, people, talking, foundation, ginny, ellen, approve, state, employees, executive committee

SPEAKERS

Ellen Dello Stritto, Meg Vanek, Nancy Karpinski, Unknown, Multiple voices, Dixie Warner-Webert, Ginny Kent, Larry Liberatore, Lisa Carr, Joe Runkle

-
-  **Larry Liberatore** 00:05
All right, so we have an agenda. And thank you all for attending. We're going to move on to consent agenda. Lisa had sent a number of articles out earlier. there any thoughts, comments, questions about any of that?
 -  **Lisa Carr** 00:24
Ellen would ask if we could include the building committee minutes, the notes you took as part of the consent agenda.
 -  **Larry Liberatore** 00:32
They came in kind of late. If folks are okay with that. I've seen that.
 -  **Unknown** 00:39
It's great. Great.

 Ellen Dello Stritto 00:40
I'm okay with it. Yeah.

 Larry Liberatore 00:43
Okay.

 Joe Runkle 00:44
I'll make the motion. we approve the consent agenda,

 Larry Liberatore 00:48
including the building committee meeting?

 Joe Runkle 00:50
Correct.

 Larry Liberatore 00:51
Okay,

 Nancy Karpinski 00:52
I'll second.

 Larry Liberatore 00:53
Okay. All in favor?

 Multiple voices 00:55
Aye. Aye.

 Larry Liberatore 00:57
We go action items. We're on to finance. One of our favorite topics.

E Ellen Dello Stritto 01:06
The finance committee met last Monday via zoom. I had a very productive meeting and it wasn't long, then we all have you have received financial statements, in fact, a little bit more than what we had at the meeting. So I would like to entertain questions about the financial statements to start with.

N Nancy Karpinski 01:32
I guess I would I would just ask Alan, was there anything? Since you know, trying to go through go through everything? And we can't see at all? Was there anything unusual? Anything you need to report to us?

E Ellen Dello Stritto 01:46
Absolutely. I can't, at this point, say there was anything very unusual that but we did, we would say that Lisa is, you know, certain parts of the budget are not being used due to the closure of the libraries. But as she put in her notes to certain other things had to be purchased. And that has gone. We're not sure exactly how that's all going to play out financially yet. With the expenses of not only closing, but trying to run the library now and how will we reopen? So we're not we're not sure how that plays out completely in the budget at this point.

N Nancy Karpinski 02:27
Right.

E Ellen Dello Stritto 02:28
Right. But there wasn't anything unusual at this. And these statements at this point. Okay,

N Nancy Karpinski 02:37
Thanks, Ellen.

E Ellen Dello Stritto 02:38
Yeah. Thank you. Any other questions? Okay, good. I asked for a motion to accept the financial statements for April 2020.

N Nancy Karpinski 02:50
So I would move that we accept the financial statements for April 2020.

E Ellen Dello Stritto 02:55
Thank you. Could I have a second?

M Meg Vanek 02:59
I'll second. That's Meg.

E Ellen Dello Stritto 03:01
Thank you. All in favor?

M Multiple voices 03:05
Aye.

E Ellen Dello Stritto 03:06
Okay. The claims, as we've noted the last month, this month, also, I am not the person who usually goes to the library, and it looks at the various checks that are being written and sent out because of the library closure that auditing has not taken. Therefore, we see them, but they're usually as we know, as we said in the past, they're paid. So the claims for April, I would like you to say that the finance committee has approved and recommends that the Board approve them all. So questions.

L Larry Liberatore 03:47
You want to make a motion., then Ellen

E Ellen Dello Stritto 03:49
Okay. Thank you, Larry. Second?

J Joe Runkle 03:52
I'll second.

E Ellen Dello Stritto 03:55
Thank you, Joe. All approve?

M Multiple voices 04:01
Aye

E Ellen Dello Stritto 04:01
Okay, we also recommend we also looked at the 990, which is the report, Lisa, that is sent to the state from libraries, right.

L Lisa Carr 04:12
All nonprofits because we don't actually file taxes. we file the 990

E Ellen Dello Stritto 04:17
a report that is issued every year and we send it a state and it's for nonprofits. All right. We looked over the 990. we approve the 990. It's already been sent in Am I right?

L Lisa Carr 04:30
I don't know. I think I think I told Tom to wait until after the board meeting because he just asked me last Thursday. So I think because usually it has to be in by May 15. But there's this extension because of

E Ellen Dello Stritto 04:45
Okay, I'm not positive. But anyway, we felt at the finance committee that we should have a resolution at the full board to approve this statement, this 990 report that's going to be sent or has been set to the State and was sent out to all of us. Right. Everybody on the board.

L Lisa Carr 05:05
I think I sent it when Elaine first gave it to me not as

- E** Ellen Dello Stritto 05:10
I think it was a while back. I really do. Okay. Questions about the 990? Okay, could I have a resolution? I will make the resolution, a motion that we accept a give approval to the 990. Report from nonprofits, Seymour library to the state.
- L** Larry Liberatore 05:36
Okay
- E** Ellen Dello Stritto 05:36
Do I have a second? Second? Thank you. All right. All in favor? Oh, sorry, Lisa.
- L** Lisa Carr 05:45
No, that's okay. Go ahead.
- E** Ellen Dello Stritto 05:46
Okay. All right, super. Okay. That's the financial finance report. Our next meeting will be in June. I don't quite remember the date.
- N** Nancy Karpinski 05:58
So, Lisa, can I ask? This witness came up with the foundation meeting, which I'll be reporting on? Have you you haven't sent out your RFPs for the audit? No, no. Okay.
- E** Ellen Dello Stritto 06:14
That was in the minutes. Am I right? We haven't sent it out. Lisa, but we talked about it.
- N** Nancy Karpinski 06:18
Right.
- E** Ellen Dello Stritto 06:19
Get ready.

N Nancy Karpinski 06:20
You're going to do that.

E Ellen Dello Stritto 06:21
And we are going to do it in I believe we said July.

N Nancy Karpinski 06:24
In July. Okay. The Foundation will be doing the same. Okay.

E Ellen Dello Stritto 06:28
Okay. All right.

N Nancy Karpinski 06:29
Gotcha.

E Ellen Dello Stritto 06:30
And in the past has the foundation had the same business do?

N Nancy Karpinski 06:35
Well, we I think in the past, we've done different things. But we we, at one point, used the same accounting group, because we got a bit of a break. When they did both of ours, the district and the foundation. That was no longer the case this past three years. So I think we're probably going to do separate, I think it's good if we share the accountants that we are going to be sending the proposals to though, just not that many out there. We're supposed to get some suggestions from the college from Guy Cosentino. So so we will make sure to share all of that with you guys.

L Lisa Carr 07:24
We also have a great resource in Patty, our library treasurer. She shared the list and the RFP from the school system. And we've talked a lot about who's left in the field. And so I have those firms and into the school. RFP is way, way, way more detailed than what we would need. But Lisa green, you know, Patti asked Lisa to share it with me. So we have

that. And yes, I agree. We'll definitely go back and forth. I just

 Nancy Karpinski 07:57
okay

 Lisa Carr 07:58
backtrack one minute to the 990. Larry, I sent you the E file form that I need you to print sign scan, and send back to Elaine. And where it says Pat Messina, Elaine said you could just draw a line through it or did I send it to you, Joe?

 Joe Runkle 08:21
I think you said to me,

 Lisa Carr 08:24
oh, Larry, forget it.

 Larry Liberatore 08:28
I'm thinking well

 Multiple voices 08:29
(jumble voices)

 Larry Liberatore 08:30
I don't see anything, but okay,

 Lisa Carr 08:33
then I sent it to Joe. Sorry. Cause he's the Finance Officer. So,

 Larry Liberatore 08:39
good plan.

 Lisa Carr 08:40
All right. You just don't want to forget like that. I have this term that needs to happen.

 Joe Runkle 08:45
I will I will take care of that now.

 Lisa Carr 08:48
All right. Thank you, Joe.

 Larry Liberatore 08:49
Sign, scan. All that good stuff. Right.

 Lisa Carr 08:53
Signed, Sealed delivered. Okay.

 Larry Liberatore 08:58
Okay.

 Ellen Dello Stritto 08:59
That's the finance report.

 Larry Liberatore 09:00
All right. Very good. Any Any other questions or comments about it then? For Ellen?
Hearing none, we'll move on to committees. There is an executive committee there's we're
one shy. Ginny, did you want to take this on?

 Ginny Kent 09:20
Yeah, I'll take this on. So we're just sort of playing catch up here for 2020. So a few things
we really need to have approved by the board. And one of them is approval of the
executive committee. And this is a new committee that we approved through the bylaws
and the chair of the executive committee will always be the director. So Lisa is the chair

and then we can have up to five members of it. We have four on a slate to be approved at this afternoon's meeting and they are our officers. They are set to reading it. Um, Larry, Ellen, Joe and Russ. And as we discussed in the past, the executive committee really meets when we really need to have a decision made, something comes up, and we can't convene an entire board, they will meet on our behalf. But they will keep us up to date on anything they do, when the meetings are and so on and what the decisions are said pretty much I don't want to read the whole thing. So what I would like to do is, make a motion that we approve the executive committee for 2020, the, Larry, the president Lisa is going to be the chair. Larry, Ellen, Joe and Russ,



Lisa Carr 10:48

We need five board members to be according to that, remember that whole desktop about the public education law?



Larry Liberatore 10:57

Right.



Lisa Carr 10:58

And that board members actually is a quorum. But we need one more person to be on.



Ginny Kent 11:07

So is there anybody on the board now that would be would like to serve on that committee? If there isn't, I will serve on it. But I wanted to make sure there are other people that are interested in shouldn't be. It's an important committee, but it's it shouldn't be a real time sucker really. Um, it's an opportunity for Lisa to also present in detail things that might need some discussion.



Joe Runkle 11:43

Just go for it.



Ginny Kent 11:45

Who? Who?

L Larry Liberatore 11:49
somebody's talking. Well,

G Ginny Kent 11:51
somebody is going to tell me they want to be on the executive committee and I'm waiting.

L Larry Liberatore 11:58
Well, I yeah. I don't know that there's head there. There seems to be some hesitation.

N Nancy Karpinski 12:07
Um, people are hiding.

L Larry Liberatore 12:09
Yeah.

G Ginny Kent 12:09
All right. I, I will I will be on it

L Larry Liberatore 12:13
would be much appreciated. And if we share any

G Ginny Kent 12:16
Sure, no, I'm happy to do it. I'm happy to do it. I just want to make sure.

E Ellen Dello Stritto 12:20
Okay,

G Ginny Kent 12:20
there are other people that are you sure it's your last chance? Anybody?

J Joe Runkle 12:24
Yeah.

G Ginny Kent 12:26
Okay.

E Ellen Dello Stritto 12:27
Can you say the names again, please?

G Ginny Kent 12:29
Yes, I will. Larry Liberatore. Ellen Dello Stritto, Joe Runkle. Russ Harkins and Ginny Kent.

E Ellen Dello Stritto 12:40
Okay. Okay.

G Ginny Kent 12:43
Lisa. Yes.

E Ellen Dello Stritto 12:44
Yes,

G Ginny Kent 12:44
That work for you.

L Lisa Carr 12:45
Yes.

L Larry Liberatore 12:47
Sure does.

- E** Ellen Dello Stritto 12:48
Lisa is considered a obviously a part of the committee too.
- G** Ginny Kent 12:50
She's gonna run it. So, so anyway, let me just make a motion for that slate. Can I have a second?
- M** Meg Vanek 13:00
I'll second. This is Meg.
- G** Ginny Kent 13:02
And Meg. Okay. And any further discussion. All in favor.
- M** Multiple voices 13:08
Aye. Aye. Aye.
- G** Ginny Kent 13:10
Okay. Good.
- L** Larry Liberatore 13:12
Thank you all.
- G** Ginny Kent 13:15
Say that again,
- L** Larry Liberatore 13:16
I said, Thank you.
- G** Ginny Kent 13:17
Oh, you're welcome. One thing I'm gonna do. After we do this, after the meeting, I will

send out more information to each committee. So I have descriptions of the committee's, and we're going to be asking, Lisa may want to schedule these meetings. I'll talk to her about it. But I will send you the most recent description, which is in our bylaws so that you understand the committee you just got approved to be on in case you're new to it. And even if you're not, so what I'd like to do next is I'm going to name the committee's and who I have for them listed and then I'm going to ask for a motion of the executive committee, to the executive committee has to approve the chairs of our committees. So um does that make sense. So according to our bylaws. Alright, so the first committee is the audit committee. And on the audit committee, I have Ellen Dello Striito. She's the chair. Joe Runkle. Mike Trapani, is that correct?

L Lisa Carr 14:34
Mike can't be on the audit committee

G Ginny Kent 14:35
So yeah, that's right. Yeah.

L Lisa Carr 14:37
On the Finance Committee.

G Ginny Kent 14:40
Yeah, I don't know why he's still on here. Okay. I just got rid of I mean, I just erased Mike and Jim Handley. So I have Ellen, Joe and Jim on that committee.

L Larry Liberatore 14:52
And Ellen is the chair?

G Ginny Kent 14:54
The chair

L Larry Liberatore 14:55
you want to do the whole slate or do you want to do the motion



Ginny Kent 14:58

read that. Let me read the whole slate down if you want and then I don't care.



Larry Liberatore 15:00

No, why don't we do it that way?



Ginny Kent 15:04

Next is the finance committee. And so the finance committee has Ellen Dello Stritto as chair Joe Runkle, Jim Handley Molly Lalonde. Just our community person, Patty Festa. ex officio is treasure. And is Mike on this as a foundation board representative.



Lisa Carr 15:25

Yes.



Ginny Kent 15:26

Okay. So do you want me to read that again? It would be Ellen as chair Joe. Jim Molly Lalonde Patty Festa and Mike Trapani.



Lisa Carr 15:37

Correct.



Ellen Dello Stritto 15:38

Everything. Yep.



Ginny Kent 15:39

Okay, next is the Board Governance Committee, and that's I'm chair, and I have Russ Harkins. Meg Vanek and Dawn Taylor. Okay. Next is building committee. And we have Larry Liberatore as Chair, Bill Gillespie as staff, Chris Hutchinson as Foundation Board representative, and Joe Runkle. Are there others on that committee that I'm missing,



Larry Liberatore 16:10

Kathleen Carnes

- G** Ginny Kent 16:12
Oh, okay. Just get her. Okay. All right. Um, I think for our committees, any questions about that before I in the form of emotion? Okay as a reminder, you can attend other committee meetings, um, you just wouldn't be voting on on things. But they're open to everyone and Lisa, just for the sake of not sounding redundant, of course, you're on all of these committee meetings. Rub it in, but, okay.
- L** Lisa Carr 16:55
Can I add another reminder, Ginny,
- G** Ginny Kent 16:59
say that, again,
- L** Lisa Carr 17:00
Can add another reminder about all of the committee are still subject to Open Meeting Law. Okay, this is gonna sound really sacrilegious. But you know, that whole thing about wherever two or three are gathered in his name? Well, whenever three board members are gathered, that's considered a medium to Open Meeting Law. Oh, I really need to publish when meetings are held. So if we hold meetings at the last minute, it's challenging for me to publish, when the meetings will be held, or conversely, when we change the meetings, because I have to jump through hoops to make to publish all that. So it helps when we're on a schedule.
- G** Ginny Kent 17:49
So um, maybe Lisa, you and I can suggest a schedule. And for the meetings, and I'll send it out with the descriptions rather than that's fine. You could just base it on what we've done in past years, so that people that are used to the meetings, well, that makes sense. And some of them don't meet every month, and we can talk about that. That okay.
- L** Larry Liberatore 18:16
Ginny, just I just have if you would explain the difference between Audit Committee and Finance?

G Ginny Kent 18:23
Yes. So the audit committee, first of all, cannot have anyone that is not a trustee on it. It's composed solely of library trustees. They review with the auditor scope and planning of the audit prior to its commencement discuss the completed audit, including any material risks and weaknesses and internal controls restrictions in the scope of the auditor's activities. Want me to read the whole thing?

L Larry Liberatore 18:49
No, no, I think,

G Ginny Kent 18:52
No, I hear no. Anyway, the it will annually consider the performance and independence of the auditor and will keep the board apprised of the committee's activities will oversee and maintain documentation regarding the implementation of the conflict of interest.

L Larry Liberatore 19:09
Right.

L Lisa Carr 19:11
This is a result of the nonprofit revitalization act of 2013 with amendments in 2016. That laid out the different committees. They changed a lot of the language and they required an audit committee. Other the the rest of the finance committee can attend anybody can attend the audit committee meeting but they cannot vote only only the board members who comprise can vote.

G Ginny Kent 19:43
Well the other thing is you might think the audit committee has oversight and the finance committee is activity, the financial condition of the library and they make regulations.

E Ellen Dello Stritto 19:54
Audit Committee only meet once a year when the audit is being done as you usually Lisa

are

J Joe Runkle 20:01
normally normally twice,

E Ellen Dello Stritto 20:03
twice. Okay,

J Joe Runkle 20:04
yeah, you're normally at the very beginning like January, February, you have to sit down with them to review their plan as to when they're coming in the building who they have to meet with and and go over any, any special circumstances you might have. And then the final wrap up is the other time. So it's usually just twice a year.

E Ellen Dello Stritto 20:25
Okay. And, and this is because of a law that was recently passed, Lisa. Okay. We did not have an audit committee before.

L Lisa Carr 20:34
We kind of did. Yeah, we did.

E Ellen Dello Stritto 20:36
We did didn't we.

G Ginny Kent 20:37
It's kind of the same committee.

E Ellen Dello Stritto 20:39
Yeah. Yeah. All right.

L Larry Liberatore 20:42
Okay, distinction is that it can only consist of board members. But as you said, Lisa, anybody can attend in in, including the general public because it's kept gathered, right?

G Ginny Kent 20:55
right. football game, if you're at a football game, it's okay. To know that or not,

E Ellen Dello Stritto 21:03
there could be a time when this executive committee would have to meet within a few days and my right could possibly be in situation. All right. So we will just publish that we were going to meet such and such a day.

L Larry Liberatore 21:20
Yeah.

E Ellen Dello Stritto 21:20
Okay.

G Ginny Kent 21:23
Any other questions? Okay, so I'm going to make a motion that to the executive committee, that we approve. Ellen Dello Stritto to be Chair of the audit committee and the Finance Committee.

E Ellen Dello Stritto 21:38
Do I have to be chairman of the audit? Well, you don't have to. I have the finance. Could somebody just step up? Somebody else? Just?

J Joe Runkle 21:48
Joe will

E Ellen Dello Stritto 21:49

Joe will?

G Ginny Kent 21:50
Well,

E Ellen Dello Stritto 21:51
yeah. So I have the chair of the finance. So make Thank you, Joe. That would be great.
The mom and dad had to go out for a little bit. That's why we're in charge here of the tool.

G Ginny Kent 22:13
Okay, thank you, Joe. Finance committee's Ellen. Board Governance Committee is Ginny Kent. Building committee is Larry Libertore. And I saw Can I have that? I made a motion that the executive committee approve those chairs for committees for 2020 do I have a second.

L Larry Libertore 22:36
I'll second.

G Ginny Kent 22:37
Okay. All in favor. Oh, any discussion? All in favor? favor?

M Multiple voices 22:45
Aye. Aye.

L Larry Libertore 22:47
Okay. Thank you.

G Ginny Kent 22:49
Thanks.

L Larry Liberatore 22:50
Thanks, Ginny.

G Ginny Kent 22:51
Thanks. I'll follow up with everybody.

L Larry Liberatore 22:53
Great. I wanted to just insert, we're going to get to the reopening. But Nancy, you had sent me an email earlier today. Did you want I didn't see where there was a report for the foundation?

N Nancy Karpinski 23:07
I think it's under discussion items, Larry. Um, you just yeah, Lisa added it.

L Larry Liberatore 23:15
Okay. Oh, I see it. All right. I'm looking at. I'm looking at my old, the old. Okay.

L Lisa Carr 23:19
It was a last minute addition,

L Larry Liberatore 23:21
like, I did. It didn't want to miss that. Okay. All right, then. reopening we'll keep our order intact. So reopening then resolution. So, um,

L Lisa Carr 23:35
so the thing is that reopening is up to the board. It's not something that I can do by myself. And there's a couple of libraries in our Finger Lakes library system have put together these like massive like six page reopening resolutions. I asked Sarah, if that was what we needed to do. And she said no, you know, it's it could be as simple as the board directs the library director to reopen according to the park safety plan that is being worked on and all the regulations that we have to follow. So um with the thing is, there's a chance we might find out on Monday that we can reopen on Monday. So my plan is that, whatever the day is

that we find out we can allow people back in the building, it would just be keys, key staff members for the first week. And then for several weeks after that, it's just going to be small groups of employees and we will not be allowing the public in the building for quite a while. So I thought since we have our meeting now and there's a chance we might be able to allow staff in the building next week. If you would consider directing me to reopen according to whatever regulations I need to follow, that would be helpful, but it's totally up to you.



Ellen Dello Stritto 25:16

I don't see any reason why we don't just do a simple resolution that we direct the director to follow protocol that's be Cayuga County, state of New York,



Lisa Carr 25:26

Cayuga County



Ellen Dello Stritto 25:28

To reopen to, begin the reopen process.



Meg Vanek 25:33

Good question. So the protocol for Keuka county comes from who our health department or legislature where does it come from?



Lisa Carr 25:44

Everybody is not me. Um, so the the state says, talk to your local people, local people are saying talk to the state. So Denise Huey is she, she's in the health department has said, we don't know anything about it. So who knows? Um, I've been working more on the legislature side. So I've been talking to Trish Kerr, the Cato board president has reached out to their representative on the legislature Keith Batman also is part of the conversation. And his is the most recent email that he got back from Eleen Coleman McNab that says, we really don't know, we don't have any information. And the minute we do we know the libraries need some direction, and we'll get back to you. So I don't know. I think we're gonna hear from the legislature. Whether that's in conjunction with them talking to the health department? I I don't know.

M Meg Vanek 26:54
Do you know how they managed it in Onondaga County? How did they work through that model?

L Lisa Carr 27:03
First of all, I think that their county executive is not really all that competent. But he just generally included libraries in the phase one opening out understanding a lot of the details. And he during one of his meetings, he said you could make a reservation to go to the zoo. And then you could call libraries and make a reservation, like, very confusing, but it's look local, local executive making the decision Tompkins County, county county executive has made the decision that Tompkins County can open, there was something at the state level, if you look at the New York forward dashboard that said libraries can open with restrictions. But when you read it, it says government libraries, municipal libraries. We're about special district library, we probably fit in the definition. But all the other libraries in the Finger Lakes library system, except for two which are municipal, our association libraries, they are not included in that you're, it's okay to open, you know, at the state level. So, it's it's really confusing.

L Larry Liberatore 28:22
But do you know why there would be a distinction? I mean, you know, we look and feel from the public's perspective, we look and feel exactly the same way as any other library in the Finger Lakes library system. It's just our charter or our way of funding, essentially. Right?

L Lisa Carr 28:43
Right. Right. But it just makes us um, we just have to obey different laws, we would actually possibly be able to open with restrictions, which is a curbside pickup only where the rest of Cayuga County can't we might fall under that. But we are trying to do things together in that we're all opening at the same time so that we're not putting undue pressure on any one entity, if that makes sense.

N Nancy Karpinski 29:17
Well, plus two, so the public is not so confused. I mean, yeah, it's possible for people

- L** Larry Liberatore 29:26
to one be open and not another.
- M** Meg Vanek 29:29
What's what I knew the other counties around us are starting to plan on it. Yeah. Right.
- E** Ellen Dello Stritto 29:37
So importantly, the staff, we have to think about the people that would have to return to work in a building and then their safety will be primary.
- L** Larry Liberatore 29:50
The opening is a two phase process.
- E** Ellen Dello Stritto 29:53
Yes.
- L** Larry Liberatore 29:53
So the opening would clearly be for staff only. And we may as I mean, we had a meeting. When was that on the 14th? Or something on? Lisa?
- L** Lisa Carr 30:06
Yes, yeah.
- L** Larry Liberatore 30:07
Somewhere around
- L** Lisa Carr 30:08
14. Yeah.
- L** Larry Liberatore 30:09

Right. Right. And I think we had talked mostly about what would happen or what that would look like in terms of staff. So in preparation for getting the staff in the building, there'll be a number of steps that could take place in terms of getting the public in the building. That's a whole other animal. Yeah. And that's not going to happen. We don't think

E Ellen Dello Stritto 30:28
I agree. Thank you

L Larry Liberatore 30:31
staff in and perhaps start doing a curbside kind of service, but at least somebody could stop and pick up a book. There is some, some thought about how that might happen. And what you're doing at what you're asking for, I think, is is a resolution authorizing you to open in accordance with authorities having jurisdiction, which we assume is the county. Right. Right. And using protocol and safety plans, that would be that would be published. Yes.

M Meg Vanek 31:10
Okay. That answers my question. I didn't know who we were looking to to give you. The sounds like the authority.

L Larry Liberatore 31:24
The authority, the authority, having jurisdiction is right.

J Joe Runkle 31:26
There we go. All right.

L Larry Liberatore 31:29
Well, I think we think it's, it's, it's based on county.

M Meg Vanek 31:33
Okay. Great. Thank you.



Lisa Carr 31:37

You're welcome.



Larry Liberatore 31:38

Make sense?



Ginny Kent 31:39

So is that a motion, Larry?



Larry Liberatore 31:41

Sure. Can you make



Joe Runkle 31:43

I'll second it.



Ginny Kent 31:44

Okay. All right.



Larry Liberatore 31:48

Okay, any other discussion or questions? Dixie, can you make some sense out of that?



Dixie Warner-Webert 31:53

Sort of?



Ellen Dello Stritto 31:56

Just gonna say, let's just say the words again, we?



Larry Liberatore 31:59

Yeah. I mean, essentially, what we're giving authorization to Lisa, to open the library in accordance with, you know, requirements set forth by local authority or authority having

jurisdiction

L Lisa Carr 32:15
I think local and state because

E Ellen Dello Stritto 32:17
local and state

L Larry Liberatore 32:18
well, but local is okay, that's fine. local and state, but but following protocol, published safety plan. And, and at this point, it's, it's it's authorization to proceed with opening for staff. Right?

L Lisa Carr 32:35
Yes.

J Joe Runkle 32:36
Right.

L Larry Liberatore 32:37
You don't need for us to say open public whenever you feel like it. Right?

L Lisa Carr 32:45
No, we're definitely not we're ready for the public and I I will be sending, you know, updates. As soon as they come in, I wouldn't just randomly say, okay, we're ready. You know, the minute I get word, I'll, I'll email the board and say, here's where we are. This is what, you know, I've heard from the state, this is what the county libraries have decided. Here's, you know, all of our plans for the whatever the dates are, this is who will be called back to work for the first week. Here's the plan for the second week, some of it is going to be, um, you know, changing on a on a daily basis, right, depending on whatever the newest guidance is.

- L** Larry Liberatore 33:35
Okay. somebody's asking a question.
- E** Ellen Dello Stritto 33:44
We just haven't voted. That's all I don't think,
- G** Ginny Kent 33:47
oh, we didn't vote.
- L** Larry Liberatore 33:49
We have a second.
- G** Ginny Kent 33:50
I second it.
- E** Ellen Dello Stritto 33:51
Okay. Ginny seconded it.
- L** Larry Liberatore 33:53
So. All right. So then Any further discussion? All in favor?
- M** Multiple voices 34:00
Aye.
- L** Larry Liberatore 34:01
Opposed? Okay.
- N** Nancy Karpinski 34:05
Good luck.



Ginny Kent 34:06

There you go. Lisa.



Lisa Carr 34:07

You're gonna be really tired, I get so, I'm so sorry. But the days when I just bombard you with lots of emails, I'll now try to consolidate it.



Meg Vanek 34:18

That's all right.



Larry Liberatore 34:19

Everything's clear as mud, though. You're all set Let's move on to the COVID-19 policies.



Lisa Carr 34:30

Right. So these are two The first is this Family Medical Leave Act expansion and paid sick leave. And then the second is the library COVID-19 policies did. Did everybody have a chance to look at them? Are there questions about them?



Ginny Kent 34:50

Yeah, um, I just had a question about, um, so is this sort of a template that we are taking And using and we're gonna pop it into our policy book based on the requirements of COVID-19. shutdown.



Lisa Carr 35:09

Um, it.



Ginny Kent 35:11

So what's specific to I mean, do? Yeah, just ask you what's relevant to us specifically, I did read through both of them. And I just wanted to make sure what was really important to us to know out of those.

- L** Lisa Carr 35:25
There's this, there's two different versions, there's the federal and the state. And they and I can't remember off the top of my head, one of them expires December 31.
- E** Ellen Dello Stritto 35:37
Right,
- L** Lisa Carr 35:38
and the other one was not have an expiration date. Okay, so federal, so the HR consultant said, you know, she, she has a taste to put things in the handbook, then you're gonna have to, like, approve it again, when there's dates, which is why she put the Seymour library COVID-19 policies as an addendum, not as part of the handbook. Which
- G** Ginny Kent 36:11
these are part of the employee handbook.
- L** Lisa Carr 36:13
Right, the employee handbook. We don't actually follow FMLA. We don't we fall under the criteria we're not we're not obligated. But now, we are obligated because of FFCRA. There's some of those regulations. So that's what this the leave expansion and paid sick leave. So I there's no, we might add that in to the handbook. But there's not a specific date. Right now, I think I'd have to go back and look at it. So both of these are things right now that we have to have in place for employees. So if you're like a, like a good one for the Family Medical Leave Act as if you are homeschooling your children, because schools are closed, you could apply for paid leave. This may how made made sense way back in March. But given where schools are going to be ending in the next couple of weeks, we probably wouldn't have, you know, Jill or Leigh probably wouldn't apply for leave.
- G** Ginny Kent 37:33
And how is this funded?
- L** Lisa Carr 37:37
I don't

E Ellen Dello Stritto 37:38
I think it's in our budget, I think

G Ginny Kent 37:40
Well, I mean, are we we pull it out of our budget, it's not something we budgeted for, but we would have funds to cover it

L Lisa Carr 37:46
we would have to.

N Nancy Karpinski 37:52
Oh, so would you are you expecting? Um,

L Lisa Carr 37:57
this is the this is? This is the No, I'm not expecting anybody to apply? They would have applied already. The paid sick leave again, that I don't feel I don't think we really have a choice. I think that this is how it works. And we just have to be ready if somebody applied for that, that we're going to have to do

G Ginny Kent 38:26
one of those since we weren't eligible to apply for PPP, but if we were this was for these funds would have come from?

E Ellen Dello Stritto 38:33
Yes. Okay. And I think these funds would come from another law that possibly the federal government might come through, right. might, as I say, might help states and municipalities. Okay, okay. And it says on the top of this for this one, f MLA, if through December 31 2020. So this one is just now for this year, and this circumstance, right? Okay.

L Lisa Carr 38:43
might Seymour. This. So this one is more about, you know, talking about how do we manage infectious diseases, um, that, right, we're not going to we're not going to be

prejudiced against somebody that might or live with somebody who's had this disease um having to go through whatever the clearances to be able to come back. In the rare event of a publicly declared pandemic apply for guidance, we'd have to follow whatever CDC says Um, and then it goes on to the Families first part about what that policy is. Here's the part about the emergency paid sick leave. So this goes into a little bit more detail. Um, what the expansion is the thing I think I said in my note, don't pay attention to this part right here about telecommuting. That part is still being worked on. There were some of the procedures that I feel are applicable to us. You Yeah, we do need a telecommuting procedure, but it's not this. But the first few sections. We do need.



Nancy Karpinski 40:48

And Lisa, sorry, this is coming from where as Ginny was saying the template, where does this come from?



Lisa Carr 40:54

This came from the HR consultant, Caprice?



Nancy Karpinski 40:57

Oh, okay. Thank you.



Larry Liberatore 41:03

So if there are edits that need to be made on this, are we being asked? I was



Nancy Karpinski 41:07

Yeah, are we supposed to?



Lisa Carr 41:09

Could? Could we? I'm asking you to approve section one and section two, not section three.



Nancy Karpinski 41:17

section one. Can you go back? I'm sorry.

- L** Lisa Carr 41:19
Yep, that's okay. section one. Is this communicable disease management?
- L** Larry Liberatore 41:25
Right.
- N** Nancy Karpinski 41:27
So we're only talking about the your employees right now. Right? An employee or an applicant? person?
- L** Larry Liberatore 41:39
Yeah.
- N** Nancy Karpinski 41:39
You mean an applicant for a job applicant?
- L** Lisa Carr 41:42
Right.
- N** Nancy Karpinski 41:44
Of which you don't have any? No.
- L** Lisa Carr 41:47
Right.
- N** Nancy Karpinski 41:48
Has I suspected or confirmed?
- L** Larry Liberatore 41:57
So so we would be we would be approving everything through Page Six. page seven is the

telecommute telecommuting policy, which is not applicable is that correct. Lisa?



Lisa Carr 42:11

I'd have to scroll down to look at the pages. But yes, that sounds right.



Larry Liberatore 42:16

That's part three is tele communicating



Lisa Carr 42:19

this that's a seven and eight



Larry Liberatore 42:21

right. So page 7 and 8.



Lisa Carr 42:23

Yeah.



Larry Liberatore 42:24

So the rest of it is just, I mean, to say that we that we make a motion to accept this as Really? Wait, this is something we can't edit or mean. It's just required by



Joe Runkle 42:38

Right.



Larry Liberatore 42:40

It's required right. It's required. Yeah. By authority having jurisdiction.



Lisa Carr 42:48

I mean, this part up here, the communicable disease. You know, this is about not discriminating against people. I was more concerned about, you know, I what happens?

Not that I think I have anybody on staff that would be like this. But what happens if I have somebody that refuses to wear a mask, or I needed something to be able to say, you know, what, in the event of a global pandemic, where the CDC says you should wear a mask, then you have to wear a mask when you work here, right? That's really this whole idea of what what do we need to have it in place so that employees know that this is the policy when there is this?

L Larry Liberatore 43:31
Right?

E Ellen Dello Stritto 43:32
Okay.

L Larry Liberatore 43:33
As it should be

E Ellen Dello Stritto 43:33
that make sense?

N Nancy Karpinski 43:34
Yep. But that's a, that's assuming, and not only for that, that the employees are going to disclose everything to you?

G Ginny Kent 43:44
Yeah, we don't have any.

N Nancy Karpinski 43:45
We're there's no guarantee right?

L Lisa Carr 43:48
There's no guarantee,

N Nancy Karpinski 43:50
So, it's, oh, I don't know about this. Um,

L Lisa Carr 43:55
so. Uh, so here. I mean, the HR consultant is the one who came up with the disclosure language. So you know, you should notify us. We're saying in writing, you're supposed to notify us you can't come back later. And say, oh,

N Nancy Karpinski 44:19
by the way I had,

L Lisa Carr 44:21
right. And now I want this thing.

N Nancy Karpinski 44:23
Right.

L Lisa Carr 44:24
Because you never.

G Ginny Kent 44:26
So it's for documentation. As much as anything.

L Lisa Carr 44:29
Yeah. So it's not necessarily the enforcement part of it. I guess. It's just putting something in place to say it's your job to tell us.

J Joe Runkle 44:38
Yep.



Larry Liberatore 44:41

Is it their job to tell you on a daily basis, a weekly basis, a monthly basis?



Lisa Carr 44:47

The safety plan is requiring us to either to put some kind of thing some kind of protocol in place, so I either have to take people's temperatures which I'm not going to do Or I have to require everybody, when you report to work in the building, you have to fill out a specific questionnaire, I'm going to link it to our new payroll system paylocity. So that when you go to clock in, it'll stop and ask like these four questions, you know, have you been exposed to have? Do you have a fever? Did you travel? Whatever those questions are? And if you answer yes to any of them, it won't let you in. And it sends a message to me. So that I can follow up with whoever, you know, didn't didn't answer the questions. Part of the safety plan is I have to keep a log of employees about people that come in the building, except for delivery people. So if I have a contractor coming in, I need to know that my energy that Mike from lame energy is coming in on Thursday, I have to keep this log, I also have to keep a log of any of the workers in the building continues our payroll system to keep track of it. Like I can look at the punch the time clock and say, Oh, look, these four people are punched in. And then I'm going to keep a paper log for the work the contractors that might come in during the course or have right now I was focused on how do I how do I work with the employee side of things?



Nancy Karpinski 46:36

Yeah, tough.



Larry Liberatore 46:37

Okay.



Lisa Carr 46:41

See what else is there? So that's all about



Nancy Karpinski 46:47

When I I guess, we're really Lisa, are we really just talking about the pandemic situation here? Yes. essentially Right. Yes. So maybe the only section that. Where is it?

- L** Lisa Carr 47:09
The very top up here where it talked about a couple of other this, this part
- N** Nancy Karpinski 47:14
about the other, you know, somebody with hepatitis A or measles and influenza? We're really not. That that's not
- L** Larry Liberatore 47:26
that's not part of this,
- N** Nancy Karpinski 47:28
the concern here.
- L** Larry Liberatore 47:29
Well, the title of this is, is COVID-19 policies,
- J** Joe Runkle 47:34
right.
- E** Ellen Dello Stritto 47:35
policies, yeah.
- L** Larry Liberatore 47:37
So I mean, should there be some language to exclusive to the current pandemic,
- N** Nancy Karpinski 47:46
you think the section about the pandemic, we should be right at the top? Right.
- L** Lisa Carr 47:52
Okay.

N Nancy Karpinski 47:53
I mean, you have to get to the bottom of this whole thing before you say, oh, oh, wait a minute. This is what we're, we're adhering to keep everybody safe.

L Lisa Carr 48:04
Okay,

N Nancy Karpinski 48:05
because of a pandemic situation, right. or other people's feeling that way? And,

G Ginny Kent 48:14
actually, yeah,

N Nancy Karpinski 48:15
yeah. And, and I think, you know, it's, to me, it would it even needs to be more strict than that. But

L Lisa Carr 48:27
what I can do is, I can make changes, and I can send it out to, for you to review and we can look at it. However you want to, as long as it's on your radar that eventually we do need to we do look at this, you know, if it's section one, the communicable disease part, that's a problem we can work on that. And then you're right, we really don't have a lot of choices this other I lost my mouse here. The other section here where we're talking about the right families first Corona response act, that is what it is and that we're going to comply with the roof requirements, right. Same thing for

N Nancy Karpinski 49:21
the emergency.

L Lisa Carr 49:23
Yeah. So I think what we're really talking about is fixing that first part communicable disease and then I can fix the telecommuting part and I can send it back for discussion. If

we can do some of the discussion by email, and then come back together and look at it.

L Larry Liberatore 49:47
If you need that or the executive committee can make a decision.

G Ginny Kent 49:51
There you go.

N Nancy Karpinski 49:53
Yeah, right.

L Larry Liberatore 49:54
I mean, this as opposed to having everybody come back together.

N Nancy Karpinski 49:58
Absolutely. Go for it.

L Larry Liberatore 50:01
Because I this needs to be done to be done pretty

N Nancy Karpinski 50:04
pretty soon. So I'd like to Larry can I move that Lisa make the corrections that she has talked about after hearing this discussion. And that the the executive committee of the board, review this again, and make a decision whether or not to accept it at that point.

M Meg Vanek 50:31
I have a question. I should have said it before Nancy made the motion, but

N Nancy Karpinski 50:35
that's okay.

M Meg Vanek 50:36
So if you make this specific to covid, 19, we What will you do if there's another virus of another store? You have to create a whole nother policy? Or could you make this more encompassing for other things that could happen down the road?

L Lisa Carr 50:55
I think the idea is to make it a little bit more encompassing. So on this page that's showing like under telecommuting, Section A were saying during emergency events as defined by director, Eg snowstorm, Hurricane COVID-19 are like, I don't I don't want hurricanes. It's bad.

N Nancy Karpinski 51:20
I know. But putting all those together just doesn't seem quite right.

M Meg Vanek 51:26
Intro section kind of made sense to me because it covered a lot of different things that could happen down the road. But but it's titled COVID-19, the top of the documents, the two things don't really go together. But like, now that this has happened, and it could happen again. Why not make it will come accomplish as much as possible for future?

L Lisa Carr 51:52
Yeah, I agree. And then it's less work later on, like having to go back and write something. Right. You know,

G Ginny Kent 51:59
I agree. I agree.

N Nancy Karpinski 52:01
Yeah,

L Lisa Carr 52:02
I have this problem when we were writing the safety rules of conduct. And it wouldn't be,

you know, no smoking in the library, and then the sat on smoking on vaping. But then they said no, vaping in the library, you know, trying to come up with each individual thing. It's not a thing. Yeah, it's easier to go be a little bit.

L Larry Liberatore 52:24

Yeah. Well, this, this is a little confusing. Because it does, say COVID-19 policies at the top of the document. And just goes on just about anything, but not limited to. So I need to there's a line here.

G Ginny Kent 52:50

Change the title.

M Meg Vanek 52:52

Yeah, that's what I was thinking change the title make the title, miracle bold disease, diseases policy or something like that.

N Nancy Karpinski 53:01

But I do think there is a distinction between what we're dealing with now, a pandemic, and a snowstorm. Or the measles. Right. Right. Yeah. And that's, that's, I guess, was so difficult to grasp here.

L Larry Liberatore 53:19

It seems to me that it's I mean, none of this. If If this was business as usual, and we now had never had any anything like this. And this policy wouldn't be on the agenda. Right.

M Multiple voices 53:34

Right. Right.

L Larry Liberatore 53:35

I mean, the whole reason for this has to do with COVID-19. Right. I hate to try to include measles. Yeah, right. Yeah.

- G** Ginny Kent 53:48
Is Armageddon on here. I gotta check. I don't see it.
- M** Meg Vanek 53:53
Zombie Apocalypse
- G** Ginny Kent 53:55
zombie. That's what I was trying to think of Meg. Yeah, yeah, we're going off the rails here. Where's Joe Runkel are our meeting keeper.
- L** Larry Liberatore 54:12
My drink is empty. All right. I should do well, okay. So there is a motion on the table here.
- G** Ginny Kent 54:25
I'll second it.
- L** Larry Liberatore 54:26
Okay. All right. So just so we have that, that, and so are we Lisa Are you clear in terms of what the board is asking you to do?
- L** Lisa Carr 54:34
Yes.
- L** Larry Liberatore 54:36
Okay. There is my executive committee as board clear what we're gonna do.
- M** Multiple voices 54:45
Yeah. Okay.
- L** Larry Liberatore 54:47

All right. Well, let's vote. All right. So then All in favor,

M Multiple voices 54:51
aye. Aye.

L Larry Liberatore 54:53
Opposed? All right. Okay, then the executive committee will expect to see something Any sort of feeling on timeline, Lisa and how

L Lisa Carr 55:03
you get it out by Friday. Okay. Friday to you to everybody. But

L Larry Liberatore 55:11
yeah, we'll talk to everybody. But But I think it'd be good to just get this moving because as you said, you may, you may, you may have staff on site next week, and this will need to be in place. Okay. Anything more on the policies?

M Multiple voices 55:32
Nope.

L Larry Liberatore 55:34
Okay, that then we'll move on to discussion items that that was inserted at the last minute, Nancy, I guess you get you get the floor.

N Nancy Karpinski 55:44
Yeah, sorry about that. But I know, the foundation so seldom meets that. I thought you wouldn't want to miss what happened. And just to let you know, we had what, Joe? a two and a half hour meeting

J Joe Runkle 56:06
rather long.

N

Nancy Karpinski 56:07

Yes. So there was a lot of discussion about a lot of different items. And I am not going to go into all of those, I'm going to just mention a couple that I think are important for you to know about. We did decide to because of this weird year, we actually did not have our annual meeting in January to elect new officers. So we passed a resolution to retain the same officers and positions and committees and what have you for another year, with the without going through a real annual meeting. We heard the audit from Elaine. There was a lot of discussion, some really good questions for her. And I've heard from some board members. After that, we need to continue just to discuss some items mainly having to do with lines in our budget and in the audit about restricted and unrestricted income. And Lisa is aware of that we may be doing, we may be doing some digging back into the boxes right Lisa the files the history.

L

Lisa Carr 57:23

Not a lot, but I'll get to.

N

Nancy Karpinski 57:25

Now, you know, I'm not asking you to do it. But it's something that we we do need to we need to work on. So we passed a resolution. Oh, we heard from Elaine, then we heard from Bill Lipe, who's our investment manager. And as you can appreciate, you know, it wasn't great. None of those reports at this point are great. But it wasn't horrible either. Right, Joe?

J

Joe Runkle 57:59

Correct. No, it's coming back. We're

N

Nancy Karpinski 58:02

coming back week, we keep saying it's coming back. But we did pass a resolution to not give the library an allocation for another year, for 2021. And that's really because of two things. One is is the market trying to get back on track with earnings for the foundation, build it back up to what we want it to be and what it should be. And the other item is the roof. So because everything has been put on hold, we're sort of left hanging at this point. Um, you know, Lisa's told us as much as she possibly can. But we can't make any decisions about what to do with the roof. And and Larry of the building committee appreciates that. So. So I think those were the two big reasons for the resolution to not provide the

allocation to the library for another year. Now, that doesn't mean we're not we're available. foundation is there. And Lisa knows that. I'm certainly not going to let any the library go under by any means. So Joe, any anything else in relation to that?



Joe Runkle 59:26

No, I don't think so. Those those are the main crux of what's relative to the to the library board. Yeah.



Nancy Karpinski 59:35

And the other action item, Larry, which I mentioned in the email to you, and I'm sorry, I didn't get a chance to talk to you. But we have had discussions in the periphery here with both boards about the ownership of the building. And as you know, we have over the years tried to rewrite the lease and look at the lease and try to make things You know, more understandable for everybody. So I really want to move ahead with this. And to that end, we appointed two representatives to meet, I hope with two representatives from the trustees to talk about the building ownership. Should it remain in the hands of the foundation? Should we transfer the ownership of the building and the property to the library? That's the big, arching overall question. So Mike Trapani, and I will our will be the two representatives from the foundation? And Larry, I don't know how you want to handle that on. If it's possible to point or elect two people at this meeting, that would be great. But



Larry Liberatore 1:00:56

yeah, I would I would raise my hand for one of those positions.



Nancy Karpinski 1:01:03

Okay.



Larry Liberatore 1:01:04

If there is someone else who someone else willing to jump in? Let me then by all means? Hearing crickets?



Nancy Karpinski 1:01:26

How about your granddaughter?

L Larry Liberatore 1:01:29
I understand people I certainly I understand this is an important issue.

M Multiple voices 1:01:34
It is very important, very important.

L Larry Liberatore 1:01:38
kicked around, and especially in light of, you know, what we'd like to do with regard to our, you know, our overall master plan and looking forward to, you know, the years to come. You know, it this is going to be an important issue in terms of fundraising in terms of just maintenance and care. So, I'm not sure where what we'll do or how we'll attack this. I'm thinking that it'll be a pros and cons kind of discussion. I assume at some point, we're going to need some legal assistance and right, we'll come. But I think from at least our perspective, it's, it's from my perspective, anyway, right? Now, it's more discussion. And what ifs and what what might happen, what should happen? And what are the like I said, What are the pros and cons? So you know, couple of meetings to go over that and try to set a direction. But then in the end, we're obviously going to need some legal aid.

N Nancy Karpinski 1:02:48
Yep. And that's where you know, we're prepared to, to do that, that was mentioned at our meeting you already you have Ellen helping you if need be. And we will do the same thing. But it will be somebody who will help us pull this together, if that's what we decide to do. But it will start, Larry, as you said with the, you know, like you when you choose your spouse, the pros, the cons. You didn't do that?

L Larry Liberatore 1:03:17
You all had those discussions, I suppose.

N Nancy Karpinski 1:03:20
So we start now, you know, I'd like to, I wish it could get going right away. But given the situation, we may not be able to until we can, until we can sit down, I'm willing to take the lead on this and come up with an agenda for the four of us, whoever that fourth person is,

L Larry Liberatore 1:03:44
okay.

E Ellen Dello Stritto 1:03:47
The only reason I'm sort of coming forward is I have been on the board quite a while. And I do have some history. So I'm not I love everybody. I'm great. Glad everybody's here. But I'm just thinking that maybe I better be the one.

M Multiple voices 1:04:05
Yay, yay.

E Ellen Dello Stritto 1:04:07
I don't want this. I don't want I'm not going to take leadership. But I haven't been on this board for quite a while. Yeah, quite a bit. And I just feel I have to step forward.

N Nancy Karpinski 1:04:20
Oh, thank you, Ellen. I do think it is important as we go through this to have that historical perspective too. So I appreciate that from my side here,

E Ellen Dello Stritto 1:04:34
and maybe we'll be able to physically meet and be where our masks and

N Nancy Karpinski 1:04:39
yeah, absolutely.

E Ellen Dello Stritto 1:04:44
I am giving my name. Okay.

L Larry Liberatore 1:04:49
Lisa,



Lisa Carr 1:04:50

did we can meet in my backyard and be all physically distant.



Larry Liberatore 1:04:55

Yeah,



Nancy Karpinski 1:04:55

absolutely.



Larry Liberatore 1:04:56

We bring our own wine for that.



Nancy Karpinski 1:04:58

Yeah. You may need it or



Ginny Kent 1:05:01

you didn't say anything about wine you need a motion.



Larry Liberatore 1:05:09

Do you need a motion for this? Or is this a? I don't think we



Nancy Karpinski 1:05:12

I would say it's an appointment.



Larry Liberatore 1:05:14

It's sort of any ad hoc.



Nancy Karpinski 1:05:16

Okay. consensus. Yeah. Yeah. Okay. And that's how we that's how we handle that. Yeah.

L Larry Liberatore 1:05:23
Okay, so Ellen and I will I will be part of that. And we'll wait to hear from you, Nancy.
Thank you. Okay. Okay. Yeah, thank you for for moving it forward with with the
foundation as well.

N Nancy Karpinski 1:05:37
No problem.

L Larry Liberatore 1:05:38
Okay,

N Nancy Karpinski 1:05:39
that's it.

L Larry Liberatore 1:05:40
Alright, that's it.

N Nancy Karpinski 1:05:42
You don't want to hear the rest.

L Larry Liberatore 1:05:46
So I

E Ellen Dello Stritto 1:05:47
asked one question.

M Multiple voices 1:05:48
Yeah.

E Ellen Dello Stritto 1:05:49

Nancy, did did not the foundation kind of say to us prior to this meeting, that they might not give us money next year? Wasn't that already mentioned before?



Nancy Karpinski 1:06:01

And I don't recall, Ellen, it may have been mentioned. I don't recall. Since we haven't met the foundation hasn't met. We never voted on.



Ellen Dello Stritto 1:06:11

Lisa, do you?



Lisa Carr 1:06:13

Think I thought I know it was for 2019 and 2020.



Ellen Dello Stritto 1:06:18

Now it's 2021. Okay.



Lisa Carr 1:06:20

21. And it's because we're working on our 2021 budget. And it's really good for the foundation



Ellen Dello Stritto 1:06:26

to say you say this is going to happen. All right.



Nancy Karpinski 1:06:30

Thank you. Okay. Yeah, we may have said for a two year period here, I think you're right. I, I was I would say just makes it official.



Ellen Dello Stritto 1:06:37

Okay. All right. Thank you.

L Larry Liberatore 1:06:41
Okay. Any other questions for Nancy? No. Okay, then, the last item on the agenda is reopening New York's safety plan?

L Lisa Carr 1:06:54
Yes. So I don't know.

L Larry Liberatore 1:06:58
If I'm there, isn't that isn't it?

L Lisa Carr 1:07:02
Find it here somewhere. Here's, this is a plan that all businesses who are reopening need to fill out and keep on file in your building. So I just want to do to make sure everybody has a copy. But you all have access to Google Drive. So you should be able to find the document. But it's asking about and things that are highlighted are things we're still working on. Because it's it is a work in progress. So, you know, we haven't put tape down yet to say before standing this far apart. And I feel like that has more to do with the public than it has to do with staff, staff. Right. So um, you know,

L Larry Liberatore 1:08:01
it's not a bad idea to have it, though. Just to remind staff. What six feet is around a pole, six foot

L Lisa Carr 1:08:13
instead of a yardstick two yards?

L Larry Liberatore 1:08:16
Right, right. So everybody carries around a three foot? That's right, three, three. All

J Joe Runkle 1:08:19
right.



Lisa Carr 1:08:21

Um, so we have to go through all of this and establish areas for pickup and deliveries. And then it goes into these questions about how will you manage customers and visitors. And we're saying we're going to restrict access to the floor and bathrooms, um, that we're going to access to the children's room and the history room and public computers would be by appointment, we're going to install a sneeze guard we'll post signs, we're going to promote the health check. So, you know, we were trying to work our way through all of these questions, and they're really good questions. It's, it's important to walk through all of that. So that about people The next section is about places and talking about face coverings, and how are we going to make sure we have the supplies that we need? What are common objects that are likely to be shared? And so we have this list. There's a webinar that's being paid for by fingerlakes Library System I'm attending tomorrow and I now have a couple of other people from staff who attend to a woman who does workplace safety, she's from Cornell and she brought up this idea of you know, we all know about the elevator buttons and the railings, but but we also share the coffee scoop out of all the employees touch this coffee scoop so you know, how do we What's our plan for the that level of you know, coming up items. So we're trying to work through that. And I'll have more information after I finished that webinar. I'm working on cleaners right now. We really don't have cleaners because there's nobody in the building. We were on a month to month contract with American commercial cleaners. I really don't want them back. I would like to bring cleaning in house again, I feel like we'd have a lot more control over it. What I'm thinking is, there's a library assistant who Rosanne who had worked in the past as a cleaner for one of the churches and rectories, she's going to be losing hours. And it's possible that because there's not enough work for library assistant, but she might be interested in I have a vacant cleaner position. She can do both. It's just when she clocks in it's whatever job she's doing. But I checked with civil service, and she could fulfill both roles. And if it's Rosanne, then I would have her be responsible for maintaining this checklist that Bill is developing. We're working on what are the spaces that can be problematic? And then how are we communicating all of this to staff and the public? So we have some pieces that we still have to fill out. I still have to find out the if a worker test positive, how, how do I notify the state or the local health department I'm looking for the exact thing that I need to do. And then there's a lot of process pieces, but it's very detailed. And you can see again, some some of it is filled in to work in progress, but it needs to be in place. Before we open. My goal is that this would be completed to the best of our knowledge as of Friday. And I'll be able to send that link out again to you.



Larry Liberatore 1:12:15

Okay. Yeah.



Meg Vanek 1:12:17

Lisa, if you bring on cleaning in house and have a staff person, will there be additional equipment you're going to need to know for that person to use for disinfecting? I know like get the Y they they are getting one of those special tax, you know, that you disinfect everything with because they've got equipment and such, they weren't that expensive. But do you know, are you going to need more than just, you know, disinfectant? Are you gonna need special machinery or anything like that



Lisa Carr 1:12:46

I wasn't aware of the need for any kind of special equipment. Right now, you know, knowing that we're not letting the public in the building, that it's just employees. And we're quarantining any materials that come into the building, whether they're returned through the book drop, or whether they're new books that just got shipped to us, they will be quarantined right now for 72 hours. If there's an IML IMLS study in place, and if that recommendation is a different time period, then we would go with that recommendation. So well, all the Finger Lakes would match. So great, I just don't see the need right now to do that level of disinfecting. Other than the wiping down. Um, one of the workshops I went to talked about when whatever you're using to wipe down, like, if you have a protocol, that you're asking your staff to wipe down hard surfaces every hour or the end of your shift, or whatever that is, you have to read on the back of it, every cleaning agent has a different time period, that it's effective. So when you spray it, if it has to stay for three minutes, then it has to stay for three minutes, wiping it down after 30 seconds defeats the purpose. So we have to make sure that we're consistent with the product that we use, or we set the least common denominator but you know, if three minutes is the extent that maybe we set that and everybody just follow that rule. So but I don't think right now that we're gonna have to buy that kind of equipment. I think what we have for the most part in house is fine



Meg Vanek 1:14:45

work Okay.



Nancy Karpinski 1:14:47

And to piggyback on that question, do you think only one staff person can do all this?



Lisa Carr 1:14:56

We have two cleaner positions one is held by A woman named Kathy. Kathy Gauthier. And she currently is only working six hours a week, she's a little bit challenged, and she needs a supervisor. Um, she's just been doing light dusting. And she picks up trash. She can go a little bit more with supervision. And if it whoever it is, whether it's Roseanne, and whether I hire somebody else, I feel that would be good. And I would be able to have the the new person coming in could work. You know, I don't know, three hours a day. And are there other tasks that could do more cleaning? That's not getting done now. And we also have Andy. So Andy could pick up a little bit of slack as well. So I think between the three of them, we could we can finess.

N

Nancy Karpinski 1:15:57

And also Lisa at the bottom of this sheet that you have up right now, on page six, I guess is, is it going to be the responsibility of the businesses to do the contact tracing? Once you open

L

Lisa Carr 1:16:13

Al, there's a lot of comments in the library listserv, or we feel that's not our that that's something that has to come from the public health department.

N

Nancy Karpinski 1:16:24

Right. I would say so. Wow. Yeah. Yeah. Well,

L

Lisa Carr 1:16:31

there's a there's a lot of questions about some people or some libraries are saying, because of this, we're supposed to have a log of everybody that comes in the building. But New York State has libraries have a confidentiality law. So we're not actually allowed to hand over a log of people who came in the building. So there's, I think there's a Finger Lakes is getting more clarification on the language from Stephanie Adams, the woman who has been the Ask the lawyer for fingerlakes. So I'm waiting for Sara to give us more information. That's why I highlighted response here because we weren't planning on doing contact.

M

Meg Vanek 1:17:17

Good. Yeah. That's good. that's what tracers are for Yeah, that's right.

L Larry Liberatore 1:17:25
Okay, great. There's just a lot to be considered. Believe that way to be a work in progress.

L Lisa Carr 1:17:35
Yes, it's a living document.

J Joe Runkle 1:17:37
Yes.

L Larry Liberatore 1:17:38
Because you're not going to buy any of these policies, I believe, are going to have to require that we we review them you believe. And then if things need to be changed, or modified or brought to the board's attention that we need to be aware that this is, you know, a fixed point in time. We're acting on information we know today that it changes. And so we need to be recognized that it's going to change in time.

L Lisa Carr 1:18:10
Yes.

J Joe Runkle 1:18:11
Okay.

L Larry Liberatore 1:18:12
This looks good, though. I mean, it's as comprehensive.

E Ellen Dello Stritto 1:18:15
Nancy said last time, Thank you, Lisa, for all this work. That is literally, I mean, it's amazing how much you have done in one month, when we first talked about it a month ago. Seriously,

L Lisa Carr 1:18:31

we have a lot of people working on it. I know. I know. That has been amazing to everybody. I hope. I hope you guys like the newsletter that Leigh, Jackie Mary and Jill, they have been doing so much. It's just I love what they're doing. I've been trying to get out of their way. So everybody can focus on actually doing their job instead of me. Hey, by the way, Dori is really helping me with a lot of the policies and with the safety plan. And I'm actually naming Dori as the workforce COVID coordinator. Somewhere I have to name somebody so Dori's, the Dori's the man

M Meg Vanek 1:19:19
Wonderful.

E Ellen Dello Stritto 1:19:20
Well please tell them we appreciate all their service during this very very difficult time

G Ginny Kent 1:19:26
And the garden. Oh my god, it's gorgeous.

M Meg Vanek 1:19:31
Beautiful.

G Ginny Kent 1:19:33
Thank you.

L Larry Liberatore 1:19:36
Okay, okay.

M Meg Vanek 1:19:41
Next month, are we are we gonna keep it the 4 or go back to the 5:30 do you know

L Lisa Carr 1:19:47
whatever you guys want

- M** Meg Vanek 1:19:48
Doesn't matter me nothing like I'm doing anything.
- E** Ellen Dello Stritto 1:19:52
I personally think that in the summer the four o'clock it's a good time
- N** Nancy Karpinski 1:19:56
four is better
- M** Multiple voices 1:19:58
for you. For me, yeah. Okay. Before
- N** Nancy Karpinski 1:20:07
the date of that be
- M** Meg Vanek 1:20:09
to the 23rd of June
- N** Nancy Karpinski 1:20:12
23 of June, okay.
- J** Joe Runkle 1:20:19
Okay.
- L** Larry Liberatore 1:20:20
Okay. Thank you. Very good.
- E** Ellen Dello Stritto 1:20:24
Thank you.



Ginny Kent 1:20:28

Thanks. Stay safe out there.



Lisa Carr 1:20:30

Thank you, Dixie