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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes  
6-10-20

Called to order at 2:04.

Present: Carolyn Austin, Ruth Allen, Glenda Bolton, David Hyland, John Pontius, and Tina Winstead.

Meeting held via Zoom.

Ruth made a motion that was seconded by David to approve the 5-13-20 meeting minutes. All in favor.

Director's Report

COVID-19:

Programs have continued online for children and adults and plans are being made to provide a virtual Summer Reading Program for all ages.

On May 20, Governor Cuomo included libraries in Phase 1 which allows some businesses to open for curbside pick-up. This was after weeks of not responding to requests to describe which phase libraries fit in. In order to open, several things had to be put in place:

1. A Re-opening Safety Plan (currently posted on the website)
2. A health assessment questionnaire for staff (a form on Google Docs must be completed each day as required by NYS)
3. Records of who is in the building and when (staff only)
4. The [Retail Master Guide](#) had to be read and signed with an online signature (done)
5. All PPEs that are necessary must be available to staff (yes)
6. All approved disinfectants must be on-hand

With such short notice, the staff gathered at the library at 50% capacity as directed by NYS. Preparations were made for curbside pick-up and other actions were taken such as staff education for proper cleaning and wearing of face masks, signs, and handling library materials on tables and on holds shelf.

Curbside Delivery began on Monday, June 1. There have been several issues relating to the way that patrons can place holds on our materials. Staff are calling patrons to schedule a pick-up day and time and these calls are taking quite a lot of time. Delivery vans are arriving to take library materials to the owning library. However, holds placed prior to March 15 are still in the automated system. We will honor these holds especially since we're faced with difficulties for patrons to place holds.

Opening the library to limited number of patrons is the next stage and will be affected by the delivery of disinfectants that were ordered in April. We currently do not have sufficient supplies to thoroughly disinfect the common areas of the building.

**Park Project:**

The contract with Stimson Landscape Architects is ongoing but is projected to be completed in the next week or two. The schematic design meeting was held virtually with the Stimsons, the Library Board and the Community Committee.

NBT Insurance confirmed that the Library Board, employees and volunteers, as component unit of the City of Oneonta, are covered with Directors and Officers insurance at \$1M per occurrence limit and \$2M annual aggregate limit. The cost of providing statutory disability and paid family leave was discussed and will be considered during the development of the 2021 budget.

Financial

Bills were approved via email on June 4, 2020. Ruth made a motion that was seconded by John to approve the budget transfers. All in favor.

Other

A postcard advertising the Summer Reading Program will be mailed to patrons with children this year.

Glenda made a motion that was seconded by David to thank the staff who worked during the library closure by giving them 30% of their time worked in additional leave time. All in favor.

Tina has been working on Master Plan statistics with Rob Cullins of Kimberly Bolan Associates and a draft plan should be available soon.

Next Board meeting: Wednesday, July 8 @ 2:00.

Meeting adjourned at 3:23.