Minutes, Benedek Memorial Library Board of Trustees, March 24, 2020, via Zoom

Members present online: Pres. Bill Fiske, Tim Allard, Mary Finch, Susan Goodrich, Roxanna Miller

Director Candy Wilson

No public attending. Minutes available online; recording available to watch

The meeting opened at 12:01. The agenda was read, but noted that order would vary, in order to

cover the most important pieces.

Policy Changes

Due to the order of NYS Gov. Cuomo the library may need to close or reduce staff in order to isolate both patrons and staff from the corona virus. Beginning March 16, 2020 at 7:00PM (Steuben County order),

and March 22 at 8:00PM (State order) Benedek Memorial Library will not be open. This closure will last until the next scheduled board meeting, April 28, 2020. The board will assess the need to continue at that time.

This and the following information are changes for staff as a result of motions made by Bill Fiske, seconded by Tim Allard, and approved by board members.

*Resolved that when the library closes due to a declared state of emergency and all or some employees are instructed not to come into work, upon a vote of the board, compensation*

*shall continue as follows:*

1. **Paid leave**

**Staff will be paid at the regular rate of pay for their regularly scheduled shifts and be available to work from home as needed:**

**Candy will be on-call.**

**Rose will work on summer reading.**

**Our cleaner will be on-call.**

1. **Quarantine leave**

**Pay will cover the routine hours. Prior to return to duty such employee may be required to submit**

**A written statement from the local health office having jurisdiction, that return to duty will not**

**Jeopardize the health of other employees.**

Discussion with Kayla from Sprague Insurance

Kayla had three quotes for our liability insurance needs. Erie Niagara required that we at least put stone around the ramp and step area that leads to the parking lot. Larry’s Paving can do that work now as this is essential to

our library. If we commit to stone now with a 5 foot asphalt pad later, this will be the most cost effective. Tim moved that we commit to both the stone work and the asphalt work. As part of the motion we will ask the Friend’s Group to fund this expense. Unanimous acceptance. Candy will call Larry’s paving to set this up.

Bill then moved that we change our insurance policy to Erie Niagara by April first. Mary seconded.

Kayla will need to take pictures of the stone work put in once this is done to assure Eire Niagara that we have complied with their requirement to complete such action to have their coverage.

New business

1. Arrangements to get bills paid during this shutdown

Rose will pick up, read mail, call info to Candy

Candy will write the vouchers, checks, drops off both at library

Tim will then come in, finish the process and mail the checks

(Mary will be a resource for Tim if he has questions)

1. Rose should keep emptying the book return container, sanitize materials with wipes

And box those ready to return to library shelves.

1. Candy is still buying books and new issue DVDs to keep the library running.

We need to think about how to further develop programs.

1. Paychecks

Rose will let Candy know when these come in, Candy will check with Marilyn (cleaner)

about how she wants to pick up her check.

Candy will set up another Zoom meeting for the April 28 board meeting.

12:50 pm Meeting Ended.

Respectfully submitted,

