

**Somers Library Board of Trustees
PO Box 443
Somers, New York 10589**

**SPECIAL MEETING MINUTES
July 31, 2020**

Acting President Parisi called the meeting to order at 4:00 p.m.

The members present were: Ian Carnow, Laura Parisi, and Ann Westerman.

Christine Williamson-Canavan was absent.

Library Director Andrew Farber was also present.

The meeting was held remotely via Zoom.

Re-Opening Plan

Mr. Farber is proposing to re-open the Library on Monday, August 10th by appointment only, and allowing only one family to enter the Library at a time for a maximum of 30 minutes. Computers may not be accessed. The children's room, non-fiction area, reading area and bathrooms will be closed to the patrons. Appointments can be made by calling 232-5717. All necessary procedures and policies are in place. The Library will remain locked until the patron/s who made the appointment arrive. All entering will be required to wear a mask. The Library Clerk on duty will take the temperature of the patrons entering the Library, and if over 100.4, it will be taken at least two times more to confirm accuracy. If it is truly 100.4, they will be asked to leave. The patrons will also be required to sign in. That log will not be shared, however if it is requested to be, the Trustees and Library Director must authorize that request. Depending on the schedules of the Clerks, it is the hope to have the same one responsible for conducting these tasks during their shift. Although Mr. Farber doesn't expect an overabundance of patrons requesting appointments, the Somers Police will be present the first few days after opening. The staff is comfortable with this plan as long as the patrons can only enter with an appointment and on a limited basis.

A motion was made by Mrs. Westerman and seconded by Mrs. Parisi to re-open the Library on August 10, 2020 on a limited basis. All were in favor.

Annual Report

Mr. Farber has completed the Annual Report for the Library. All Trustees received a copy for their review. A motion was made by Mrs. Westerman and seconded by Mrs. Parisi to approve the Annual Report as submitted. All were in favor.

New Pandemic Policies

Two new policies as a result of the pandemic have been created, the Staff Safety Policy and Code of Conduct Policy. All Trustees received a copy of the drafts and were given

an opportunity to review as well as comment on them. Not only are they necessary, but consistently adhering to them is important. Both Mrs. Parisi and Mrs. Williamson-Canavan had some suggested changes that were discussed. In Mrs. Williamson-Canavan's absence, everyone tried their best to incorporate her requests into the policy drafts. The following changes/clarifications will be made:

The masks worn will be as deemed appropriate by the Library Director.

The Town is providing the supplies needed for the staff to keep their work areas disinfected. They don't have to provide their own supplies.

Used masks and gloves can be disposed of in the trash cans throughout the Library.

All staff are required to take their temperature and complete a health questionnaire before leaving their homes to go to work. If this is not done, they will be sent home. This procedure satisfies the contact tracing requirement. Mr. Farber does not anticipate a problem with this as the staff has already been doing this over the past month.

Staff should not be permitted to shake a patron's hand.

Unless under emergency circumstances, staff should not engage in physical contact with a patron.

If a staff member is required to get a doctor's note, it gets placed in their personnel file.

Staff must follow the current New York State's guidance on all out of state travel.

The policies will be updated monthly so they reflect the current New York State regulations.

A motion was made by Mr. Carnow and seconded by Mrs. Parisi to approve the Staff Safety Policy and Code of Conduct Policy as amended. All were in favor.

All Trustees will receive a final copy of the Policies.

Vacant Full Time Youth Librarian

At the conclusion of the meeting, the Trustees went into Executive Session to discuss the vacant Full Time Youth Librarian position.

The meeting was adjourned at 4:40 p.m. and the Trustees went into Executive Session.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Director of Finance