

Tues 04/21/2020							
Attended:							Submitted by S Wirth
	Norm Ellis						
	Mark Smith						
	Brian Paul Friedland						
	Pat Moore						
	Alice Taychert						
	Ceil Kelley						
	Sharon Wirth						
	Rex Wiggers						
	Garrett McGowen						
	Joe Liberto						
	Joe - Rex - Pat> Meeting with the Mayor & City						
1	Emergency Plan, Emergency Budget & Recovery Budget reviewed with the Mayor & Michele Smith						
		Mayor liked the plans					
2	Mayor asked what do you need to open?						
		Rex said 30,000 // Mayor responded OK					
3	Joe asked for help with forms to get \$\$ from stimulus package						
		Michele reluctant and Mayor said she would help					
		Michele Rex and Steuben Trust to work on applications					
4	Joe Pelych (City Lawyer) not there						
		Stephanie noted that there was a difference between a Moral Win and a Legal Win					
		Stephanie noted that a Moral win could be accomplished by a greater PIA (Pain in the ASS)					
5	Mayor reiterated that the city has no 'contractual obligation' to the Library						

		Stephanie noted that there may be room for argument as this would not be considered 'Frivolous'					
6		Joe asked Mayor where could he see City in the recovery plan?					
		Stephanie noted we should keep pressure on City for Recovery Phase					
7		Mayor committed to open dialog with additional meetings					
		Next meeting scheduled for later this week,					
**Notes:							
		Stephanie noted that we should be sure to have city finance person in meetings					
		Brian asked when the 30K might be available					
		Stephanie advised to keep up pressure with public opinion					
		Joe noted that the sales tax was due 04/01/2020 from prior year, so budget was cut early since pandemic sales tax numbers won't be an issue until 2021					
		Stephanie and Jill excused themselves @ 3:22					
		Regular meeting called to order at 3:25					
		March Minutes from last Mtg moved to accept by Joe & 2nd Pat					
		Alice Taychert> Director's Report					
		Alice attended a meeting of the STLS directors which was held on April 17 to discuss considerations for reopening libraries in the system. There were 68 people in attendance including: directors, Southern Tier staff and library staff.					
		Considerations mentioned were:					
	Cleaning Service Out			How do you sanitize the building and the collection?			
	as Too Expensive			(There was a suggestion that schools might be a good source of information.)			
	Open & Close			How often is sanitizing done?			
	Yes, no Contact			Can we deliver books to homebound patrons?			

Volunteers + 3			How do we staff the library?		
Public Works??			What is the capacity of library?		
4 per floor			How many people are allowed in the building?		
			How can programming be done?(video)		
		NO	Do we provide barriers between the desk and patrons?		
		YES	What personal protective equipment would be necessary (masks, gloves, disinfectant)		
When?			STLS will look into procuring PPEs (PERSONAL PROTECTIVE EQUIPMENT).		
		35	What are the Minimum hours?		
			Is there a variance available from the New York State library? (STLS would be willing to help)		
Masked @ 3'			What would the social distancing be in regard to computer spacing and other places in the library.		
		NO	Do we take temperatures?		
Wipe Stations ??		YES	Do we have patrons sanitize their hands, as in the grocery stores upon entering the building?		
		YES	Do we have the staff working one week before patrons enter the building?		
Ask for Key at Desk		YES	Do we lock the bathrooms (allowing one person at a time)?		
		NO	Do we not provide toys or kits?		
		N/R	Sanitize after each use?		
			How are volunteers used and do we need a new policy?		
			Collection Management		
			Netflix for Libraries?		
			Wi-Fi Hotspots?		
			Food Distribution?		
			Programming on-line?		
** Board members asked to review list and offer insight & recommendations to be compiled by Sharon and presented at next meeting.					
Rex Wiggers> Financial Report					
1	March reports were approved and accepted w/o reservations or changes, Pat & 2nd Joe				
2	Rex will submit Emergency and Recovery budgets to the city as approved				

3	Question posed as to what the annual surplus usually is> Approx. 30,000 as per Rex
4	Confirmed that the current funds should last until mid September if watched closely
5	Rex will confirm vote date with School Superintendent
6	Following open discussion, it was agreed that we focus on \$28 annual increase to support the Library rather than the % of the increase
	Motion to pay all current bills/invoices
	Motion by Garrett to accept, 2nd by Joe
Sharon Wirth> Reporting on Personnel Committee	
1	Open discussion of Director's report and reopening
2	As per Bret, Facebook posting should be limited to (3) Owner (you) Director (Alice) and (1) Trustee. Norm, Joe, Rex and myself as officers w/ Alice as Director, should have approval of content. Do not use names, titles only, so if there are changes in personnel we are covered. That gives us voting options w/ 5 people to approve. Norm, we can vote on this in open meeting.
3	Report of conversation with Ryan Carbone County HR regarding rehires vs new hires
4	Reported on cleaning service inquiries regarding cost and waiting list
5	Reported on options of wipes and disinfectant
	Joe will ask City/Mayor at next meeting for vendor info
	Ceil will talk to Cider Creek regarding 'Hand Sanitizer'
6	Alice confirmed that copies of termination letters from City were in each personnel folder
7	Alice suggested programming videos for facebook/webpage
8	Alice also suggested limiting personal access and possible curbside pick-up alternative
9	Alice confirmed that J Argentierra was paid all remaining vac/sick time this week
10	Bret confirmed that we should recover any keys and cut off of Wi-Fi & email accounts done by STLS.

11	Alice confirmed that she would arrange for each employee to return singly, at a prearranged time and pick up any personal items from their workspace. This is very important as it is a liability issue if something should happen to their personal possessions. Just as a reminder, these persons have been terminated from employment and no longer have the rights and access of employees. If they have any library property at their homes, this property should be returned as well. (Be sure anything from outside the building is either wiped and/or isolated and wear gloves.)					
Joe Liberto> Reporting on Building Committee						
1	Noted that shorter shelves let in more light					
2	Created a diagonal arrangement for ease of movement					
3	Confirmed Map Table was moved					
4	With Bret, created a single lane computer table back from main desk					
5	Recommended laptops for ease of spacing					
6	Small desk moved to back room					
7	Checked for ADA compliance					
8	Confirmed signs are up and visible from street					
Pat Moore> Reporting on Friends of the Library						
1	Pat will contact Tim Nisbit regarding current contributions					
2	Referred to email regarding State Representatives and Library Association letter/emails					
Other:						
1	Rex will put 'Library Services Ad' in newspaper for 3 days					
2	Sharon submitted letter 04/20					
3	Ceil offered to contact paper about article & inside pictures					
4	Garrett suggested we use 'VOTE YES' to create interest					
5	Joe to condense 10 Bullets for PR use					
	Next Regular Meeting to be Tuesday 5/19/2020 @ 5:00 PM					

	Next Special Meeting to be Wednesday 04/29/2020 @ 3:00 PM						
Motion to Adjourn:							
	Moved by Norm, 2nd by Garrett						