Northern Onondaga Public Library
Monthly Board Meeting
March 23, 2020

Attending: Tom Brooks, Wayne Chase, Elizabeth Stapleton, Giovanna Colosi, Lisa Sokolowski, Derek Empey, Maureen Hale, Barb Irwin, Sue Kowalski, Steve Scicchitano, and Library Director, Amanda Travis.

Absent: Sue Corieri, Frank Laifer

Also Present: Bill Hastings, Alissa Borelli, Michelle Metcalf

Meeting called to order at 6:30 p.m. – Meeting via Zoom (due to coronavirus pandemic)

Motion to approve February board minutes by Wayne Chase; 2nd by Steve Scicchitano; All in favor—motion approved.

Financial Reports

- Abstract #3 discussed by the board.
- NOPL has received the checks from the towns.

Motion to approve Abstract #3 in the amount of $196,540.25 by Wayne Chase; 2nd by Sue Kowalski; All in favor—motion approved.

President – The board is very glad Mandy closed the libraries at the right time. Stopping the spread sooner has been beneficial for staff and public. Mandy will discuss the pandemic and what NOPL and the other member libraries are doing while shut down.

Vice President – No Report

Corresponding Secretary – No Report

Director Report – Our buildings may be closed but the library remains open! After a phone discussion with the board president and other member directors we made the tough decision to close down our buildings. We officially closed all the buildings on Sunday, March 15th due to increasing concerns about the virus. Onondaga County didn’t officially have a positive case of Covid-19 yet but we knew it was coming and didn’t want to wait until one was confirmed. The first case in Onondaga was Monday, March 16th. All OCPL libraries began to close early that week. NOPL put together a Covid-19 Task Force to discuss protocols and plans on keeping services going to the public. The majority of staff are working remotely. Only essential staff are entering the buildings to check book drops, deliveries and paying bills. Cleantec is cleaning the buildings in the evenings. We will have them do a “deep clean” of all areas. Before we closed the buildings, we purchased gloves and cleaning supplies. These will be ready for staff when we
return. Knowledge and staying updated by watching the Governor’s and County Executive daily press conferences is what we can do right now because I believe it will be out of our hands to when we can reopen. Closing may have been one of the hardest decisions we have had to make but it was the right decision. Libraries are where anyone can come, read, learn, play, and just hang out without question. Those services we are so proud of would only be detrimental to our community right now. We will be back and better than ever! I have faith in our amazing staff, patrons and board!

**Committee Reports**

**Executive Committee** – Kelly Flaherty is interested in the Cicero trustee appointee position. The board would like to have her temporarily step in and fill the vacancy.

Motion to appoint Kelly Flaherty to the vacant Cicero seat until she will re-run in the October election. Term will be 3-year by Sue Kowalski; 2nd by Wayne Chase; All in favor—motion approved.

**Negotiating Committee** – The committee was ready to meet with staff then the pandemic struck. The meeting will be postponed for now.

**Facilities Committee** – The project for North Syracuse will be changed. The furniture purchase had to match the project exactly. We have taken the furniture out of the grant-- will be funded by NOPL. We will still be renovating the bathrooms with new fixtures and floor. We will also renovate the community room with a full kitchen. If eligible, we will get funding through DASNY by the fall of this year.

Al Lane, our Facilities manager is an essential employee through Cleantec. Al will be coming in daily to check on buildings and do maintenance work if necessary. Al has locked the book drops so materials cannot be returned. Cleantec will be doing deep cleaning before we open the libraries to the public.

**Security Committee** – We have decided to go with G4S Security Company in hiring the Security guard for the North Syracuse Library. We have signed a contract and will have a guard in place once we re-open the libraries.

**Unfinished Business** – None

**New Business**

**Infectious Disease Policy**
- The board is asked to spend time reading the policy and we can discuss and address it at the next meeting.
Comments

Sue Kowalski – Going forward, are we offering virtual programming and or resources to families and staff while they are at home. Also asked if the library was doing anything like “Little Free Library” for the time we are closed. Also, is there some type of check in for staff to keep connected during the shutdown?

Mandy responded that we have online offerings available to patrons—for example we are offering book discussions and online story time. We are also having weekly meetings on Zoom with staff. Michelle Metcalf has continued to keep staff and public informed on any new library information and services.

Giovanna – Was wondering when we reopen, if there will be any policy in place to clean the books and materials. Mandy said the only notice we have received is from NYLA suggesting that we close our doors and that they will be coming out with protocols on reopening. Giovanna will send Mandy information that she has received from Syracuse University.

Motion to Adjourn at 7:35 by Wayne Chase; 2nd by Sue Kowalski; All in favor—motion approved.

Meeting adjourned at 7:35 p.m.

Respectfully by,

Marianne Vaughn