Northern Onondaga Public Library
Monthly Board Meeting
April 27, 2020

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

Absent: Frank Laifer

Also Present: Bill Hastings, Alissa Borelli, Michelle Metcalf

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

Motion to approve March board minutes by Wayne Chase; 2nd by Barb Irwin; All in favor—motion approved.

Treasurer
- Abstract #4 discussed by the board.
- Compared 2019 and 2020 on the P&L of the financials to the budget vs. actual reports. Nothing stands out that is unusual. All expenses are very similar to last year at this time.

Motion to approve Abstract #4 in the amount of $53,790.53 by Wayne Chase; 2nd by Lisa Sokolowski; All in favor—motion approved.

President
- Would like to introduce our new Cicero Trustee, Kelly Flaherty. We are very happy for her to join the board.
- Unfortunately, sad news. Our long time trustee, Frank Laifer has resigned from the board effective immediately. Some of the issues he played a large role in were Out of System cards and AEDs at all locations. He will be dearly missed on the board.

Corresponding Secretary – No Report

Director Report

Amanda Travis recapped the timeline from closing due to the pandemic to where the library currently stands. All libraries in Onondaga County are closed to all services until further notice. There is no set date on when services will begin again or buildings will reopen. OCPL Next Steps Committee to discuss details on what reopening would look like meets twice a week. This committees understanding is that all libraries will coordinate opening together to keep communication consistent for our communities. When we do reopen it will be limited hours and only for curbside holds pick-up. The buildings will be locked to the public. The branch managers are creating curbside plans for their locations and a staffing schedule that keeps social
distancing in mind. We will also create safety procedures for staff while in the building (masks, social distancing, hand hygiene, no gathering, etc.).

Since March 16th, all staff have been working remotely. This looks different for each of the positions. Staff are planning/presenting virtual programs, attending continuing education webinars and virtual meetings. We have two clerks making cloth masks for staff use. Librarians have been answering reference questions by email, phone and Facebook.

We suspended janitorial services in April along with trash pick-up. Deliveries and mail have also been suspended since we don’t have someone in the building to receive them. Essential staff (Marianne, Library Managers, the Director) have been coming occasionally to process invoices and payroll. The Facilities Manager comes in weekdays to check on buildings and complete projects.

NOPL leadership has made the decision to cancel all in person programming and only offer virtual programing for the foreseeable future. There is a Summer Reading Committee discussing how we can make one of our biggest programs successful virtually.

We are working with Cleantec to get some hard to find items like hand sanitizer and disinfecting wipes. Those orders will be in sometime in June. We were able to order some before closing but we will need more.

**Executive Committee - No Report**

**Nominating Committee**
*Kelly Flaherty Oath of Office*

**Negotiating Committee**
Met on April 8th-- we are not ready to report due to the uncertainty of the situation.

**Facilities Committee** – No report

**Security Committee** – We will have a Security Guard in place at North Syracuse when we reopen.

**Unfinished Business**

**Infectious Disease Policy**
At last month’s board meeting, NOPL’s Infectious Disease Policy was handed out and discussed. No additional concerns or comments were voiced at this month’s meeting.
Motion to accept NOPL’s Infectious Disease Policy by Maureen Hale; 2nd by Giovanna Colosi; All in favor—motion approved.
New Business

Going fine free for the rest of 2020
The Director asked the board to think about waiving fines for the rest of 2020. This would only be overdue fines and not fees like lost/replacement or Out of System. These would only be fines that accrued after we reopen the library. Tom Brooks would like to wait. Motion to table until next meeting by Barb Irwin; 2nd by Lisa Sokolowski; All in favor—motion approved.

Comments
Tom Brooks
The board will need to appoint a North Syracuse trustee to replace Frank Laifer. If anyone has someone in mind, please let Tom Brooks know. We will verify if they are in the correct district. The board would like an accounting of what staff worked on during the shutdown.

Sue Kowalski
Sue will share a copy of Staff Accountability document that was created for schools in NYC. There needs to be a more formalized way to collect this data. Transparency to the public is its main purpose in the event that questions arise re: what staff was doing during the shutdown.

Barb Irwin
The board made the decision to continue to pay staff their scheduled hours but with no idea of how long the stay-at-home order would continue. We may need to revisit this if we are not allowed to open in May or June.

Motion to adjourn at 8:11 pm by Sue Corieri; 2nd by Maureen Hale; All in favor—motion approved.

Meeting adjourned at 8:11 pm.

Respectfully by,

Marianne Vaughn