

Transcribed Minutes of the
SPECIAL Liberty Public Library Board of Trustees Meeting
July 28, 2020

Format: The meeting was held remotely via Zoom as per the Governor's Executive Order 202.1 regarding emergency adjustments to the Open Meetings Law in response to the COVID-19 pandemic. This transcript of the meeting will be made available on the library's website at a later date.

Present: Karen Kaner, Marjorie Linko, , Barbara Kelly, Judy Brennan, Sherry Silver

Absent: Teri Beimler, Larry Steiger

Karen: OK, I'm going to call the meeting to order. It's 6:02. Judy Brennan

Judy: present

Karen: I'm here, Karen Kaner. Barbara Kelly

Barbara: Here

Karen: Sherry Silver

Sherry: OK

Karen: and Marj Linko

Marj: Here

Karen: OK, I make a motion that we go into executive session for the purpose of discussing a personnel issue. Can someone second that please.

Sherry: I second that.

Karen: We are out of executive session at 6:23PM and we need to approve the transcript Larry made of the previous meeting.

Barb: I move that we approve the transcript.

Sherry: And I'll second it.

Karen: Librarians report

Marj: Did everyone have a chance to read it and are there any questions?

Sherry: No questions

Karen: So there is no old business. New business, We're looking at Board reorganization and the election of officers. Has everyone had a chance to review that. So, for right now we're going to leave the secretary position TBD and we're going to figure it out as time goes forward.

Marj: So we'll need a motion to approve that 20-21 reorganizational plan as written.

Sherry: I'll make a motion to approve the 20 to 21 reorganizational plan.

Judy: I second it.

Karen: Larry Steiger, our Board Secretary, has resigned his position on the Board and Kathy Sauchuk is going to fill the remainder of his term which ends in 2024.

Sherry: I make a motion to approve the assignment of Kathy Sauchuk to the remainder of Larry's term.

Judy: I second.

Karen: And I'll make a motion to accept Larry Steiger's resignation as Trustee and Board secretary.

Sherry: I'll second

Marj: We can skip the Senior Coffee Club. We did that via email and that has been postponed till early October. So, the next item on the agenda was a request I had from a group representing Chestnut Street Apartments. They had planned to use the library program room in mid August for a lottery for their rental rooms. I discussed with them that we did not have a certificate of occupancy yet and they stated that they were going to advertise the Library anyway and if the Library couldn't, they would put up signs at the building directing people to an alternate location. At this point, we still don't have a certificate of occupancy and they wanted me to discuss with you that if we got it, would it be possible to hold it? My feeling is that our re-opening plan doesn't call for any inside programs, so that's my feeling on it.

Sherry: My initial feeling is no. They should be advertising their alternate space and not our space at all. Timing-wise it's just too tight. And we don't know if we can let patrons in like that and they should find another place to do their lottery.

Judy: Tell them about the Senior citizen Center.

Marj: They said they had alternate locations and I'm not sure they're allowing the senior citizen center to be used yet. Are they? ... Judy?

Judy: I don't know

Marj: They did say they had pursued some and it had to be in a public forum and in time we would love to have them. It would be a good opportunity for them and the library.... but a different time. Sherry, do you want to make that motion?

Sherry: I make a motion to refuse access to any outside group at this time to use the public library as a meeting space due to the fact that we do not have a certificate of occupancy.

Marj: Do we have a second?

Barb: I'll second it.

Karen: Do you want to talk about re-opening plans once we have the c of o? What's the current status? Are we close?

Marj: Well the glass has gone in. We're waiting for some signage. So it could be in a couple of weeks. I would like to recommend that the next phase would be to allow people in to use computers two at a time, the two that are farthest and spaced from each other. At half hour intervals to start, and that would alternate that with browsing on the main level only. So we would shut the elevator down and not use the upstairs access, remove all the seating from that main floor, probably put it in our new study room, kind of locking it up, encouraging people as an express library. We would, if people needed things from the upper floor, staff would go and retrieve it for them. So that we would just keep the germs on one level. There would be carts put out for people if they browse something and decide not to take it out. put it on a cart and that could be quarantined. So that's my recommendation. I talked it over with my staff and we would have a rotating schedule. We will continue doing curbside. Curbside has been very popular. People are very comfortable with it. So I would love to continue that, for awhile yet. We're just using an expanded chart of where we're taking curbside appointments. We would take appointments for the computers, appointments if someone came in, if someone knocks on the door. And if we have the space, we would allow them in. But, part of it is space, and once we get our certificate of occupancy, we will know how many people we could allow on the first floor only. Any thoughts?

Sherry: Just as long as this works out with whatever the Covid guidelines are that point in time.

Marj: Which it will, unless it picks back up and we'll have to back-up things. That level of access is a phase 3. Everyone in the whole state is at a phase 4, so we would only be fully in phase three. We're doing parts of phase three right now, which is where we're allowing people to give us items to fax, or allowing them to email us things. And then we bring them printouts curbside, doing photocopying, and bringing it outside. So that's parts of phase three.

Barb: Is that what we're in, phase three?

Marj: Well the State is in phase four.

Barb: That's what i thought.

Marj: This is phase three for libraries.

Barb: Gotcha

Marj: So we're a little bit behind. There are libraries in our region that are fully opening with reduced numbers as of the first Monday in August. We're going to run out of meeting time in five minutes so my question is, if we run out do you want me to send you another zoom link to keep going? Or can we wind it up?

Karen: We don't have a treasurer's report because there is no Teri. We approve bills and that would be Judy and myself. I reviewed them and we did June bills and July bills.

Marj: I sent them both so we can do both.

Karen: So that could be Judy and myself that could approve payment of the bills. I don't have the amounts.
Marj: I can give you that, are you ready? June was \$154,360.70.
Karen: So I make a motion that we approve the June 2020 bills in the amount Marj just indicated
Judy: And I second it
Karen: OK, and if we have the July amount.
Marj: \$48,818.66
Karen: I make a motion that we approve the July 2020 bills in the amount Marj just indicated.
Judy: And i second that.
Karen: Our next meeting is Tuesday August 25th. Marj, do we need to do anything before that?
Marj: Not as long as you guys are all okay. If we get the certificate of occupancy and i have the building cleaned up and you're okay with my re-opening plans, we'll just start that as soon as I have it. Can I have a motion for that, Karen?
Karen: I make a motion that upon receipt of the certificate of occupancy, we increase our services to the public.
Sherry: I'll second
Karen: Marj, anything else?
Marj: no
Karen: Alright, ladies, thank you. I adjourn the meeting at 6:36 with 2 minutes 46 seconds remaining.