

CFL Regular Board Meeting
May 28, 2020 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:00 p.m.
Present: Vivian Bosch, John Hoeschele, John Whittleton, Diane Ames, Mike Anderson, Kathleen Hennessey, Mark Martin, Myron Walter, Maria Manning, Randi Storch, Director Jen Graney, Business Manager Lorri Moore
Excused: Bryan Riccardi
Absent: Georgette Ogle, Kim Hay
Guest: Theresa Mekeel
2. Re-opening Updates (Jen)
 - a) Jen spoke with county administrator and Cortland Mayor who thinks ok to pull trigger for phase 2 (very recent news so still needs clarification) – not confirmed but could be happening
 - b) Still need supplies and Finger Lakes will make delivery
3. Board Votes Related to Pandemic:
 - a) Discussion on new policy category. Board decides on “Public Health Emergency.” All new temporary policies related to COVID-19 will be updated to use this new category.
 - a. Temporary Telecommuting policy
 - a. Discussion about changes made to the Health & Safety section of the policy based on injury info from Bailey Place Insurance. Also condensed.
 - b. John W. moves to approve changes to policy. Kathleen seconds. Motion carried.
 - b. Communicable Disease Outbreak Policy
 - a. Change policy category from “Pandemic” to “Public Health Emergency”
 - b. Trustee Whittleton moves to approve policy. Trustee Ames seconds. Motion carried.
 - c. Temporary Sick Leave Policy
 - a. Made it into an official policy because it was only documented in emails
 - d. Temporary Employee Safety Policy
 - a. NY Forward safety plan template references required policy. This new policy is to address that requirement.
 - b. John W. moves to approve policy. Myron seconds. Motion carried.
 - e. Unscheduled Closing Policy
 - a. Policy revised to include public health emergencies as a reason the library might have to close.
 - b. Added: Closing for more than 3 consecutive days, requires a vote by the Board.
 - c. Trustee Hennessey moves to approve plan with changes. Trustee Hoeschele seconds. Motion carried.
 - f. CFL Re-opening Plan
 - a. Jen goes over in detail the re-opening plan and discussion of changes that were made
 - b. Discussion about how book pick up will go on Court Street – might want to reach out to City of Cortland for cones to direct traffic
 - One staff member outside greeting cars then other staff member inside to retrieve items that will be pre-bagged and set aside
 - Discusses stages of re-opening plan
 - Discusses safety measures that will need to be taken
 - Wording from template
 - Staggered arrival times for employees

- Discusses cleaning log
 - c. Motion to approve plan knowing that some things are tentative and possible changes could be made – John Hoeschele moves. Trustee Whittleton seconds. Discussion made. Motion carried.
 - g. Temporary Safety Policy (Patrons)
 - a. Pending approval by County Health Dept.
 - b. No update from County but Mayor asking it be sent to him for review
 - h. Update on JM McDonald grant
 - a. John H. updates board
 - b. Did not get funding right now but will be re-evaluated in the fall
 - i. School tax vote
 - a. Anyone living in district will receive absentee ballot
4. Next Board Meeting: Wednesday, June 17, 2020: 7:00 pm
Please notify if you are unable to attend a meeting. Please send any new agenda items by 6/10.

Adjourn 8:17

Submitted by,
Maria Manning, Secretary