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