

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Emergency Meeting**  
**April 22, 2020**

**Attendees:** Stephanie McLaughlin, Nick Robertshaw, Susan Stone, Karen Franco, Dennis Munnely, Amy Emke, Heather Fidler, Megan Burlington, Wanda Rusiecki, and Brian Avery (Director)

**Absent:** Virginia West

**Call to order:** Meeting was called to order at 4:00. The meeting was held online via zoom.

**Director Update:**

- Brian has been tracking information related to Governor Cuomo's Workforce Reduction executive orders. Per NYS FAQs Q #13: "A single person attending a non-essential closed business temporarily to perform a specific task is permitted so long as they will not be in contact with other people." Brian has found that many other local libraries are not being as stringent as we have been regarding staff presence in a library building. Rebekkah Aldrich has been allowing staff to work in the Mid-Hudson Library System building as long as social distancing is maintained.

**Purpose of the Meeting:**

- The Personnel Committee recently met and recommended that the Board revisit the topic of allowing staff to be physically present in the Library building if they wish to do specific work there. Does the Board feel comfortable letting Library staff do some work on site?

**Discussion:**

- Per Brian, of the 12 staff members, more than 7 have already expressed interest in coming in to work in the library buildings.
- It was noted that with the current Book Distribution Project, we have been supporting Essential Services—i.e., Resource Center food distribution and School free-lunch distribution—using both staff members and trustees working (singly) on site in the Library Annex.
- We could have a maximum of two staff members at the Library at the same time, but in separate buildings—one in the main building and one in the Annex.
- Gloves, masks, wipes, and hand sanitizer will be available in the building for staff use. Brian will research existing guidelines re staff wearing face masks and gloves when alone in a workplace.
- Staff can sign up for one slot (day/location) per week. There are 13 available slots. Saturday/Annex is reserved for Trustee use.

- Cleaning staff will be reminded to disinfect door handles, light switches, faucet handles, and any other frequently touched surface, each time.
- Trustees are encouraged to reach out to our NY State representatives for guidelines in reopening libraries safely and as soon as possible.
- Brian will work on drafting Guidelines for staff working in the Library.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Megan. Meeting adjourned at 5:01.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting May 14, 2020 @ 6:45 p.m.**