

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Emergency Meeting**  
**April 3, 2020**

This emergency meeting was called because the library has been closed due to the Statewide stay-at-home order, and it is unclear when it will be allowed to re-open.

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

**Absent:** Nick Robertshaw, Virginia West

**Call to order:** Meeting was called to order at 2:00. The meeting was held online via uberconference.com.

**Director Update:**

- Brian has been busy tracking information that has HR implications, supporting the staff who are working from home, and working on the Annual Report and the newsletter.

**Staff Update:**

- Up to now, staff focus has been on coming back well prepared, once the stay-at-home ban has been lifted. They have been taking a variety of online training classes.
- Programming staff have been focused both on professional development and on projects that had previously been on hold.

**What the Library can do for the public in the interim:**

The following topics were discussed:

- One problem is that some of the families who rely most on our library programs are families that do not have a computer at home. Could some materials be printed and sent or handed out to families who lack a computer or internet access? How do we identify which families do not have internet access?
- Another concern is how much screen time younger kids should have. Given this concern, should we create online materials for caregivers rather than for the kids themselves?
- Could we partner with the Food Bank or the Free Lunch Program to give out activity materials for the kids?
- Could Library staff reach out by phone to Senior Citizens who live alone and have been frequent library users?
- Any phone calls to the library should be either answered in real time or returned.

- We must maintain a presence in the community during this stay-at-home period. Susan offered to create an article about what the library is doing right now for the community.

### **Building Access:**

- Per State mandate, people must work from home. Therefore, the Library should not be used for regular staff activities, but staff should be allowed to briefly enter the library to, for example, do something that cannot be done at home or to get needed files off their library computer. Director will coordinate any staff access to the building. All social distancing guidelines must be followed. A letter re access will be drafted and submitted to the Board for approval at this month's regular meeting.
- Library buildings should be visited periodically in order to collect mail, check that the building is secure, etc.
- Rebekkah Smith Aldrich, executive director of Mid-Hudson Library System, assured trustees in this week's webinar that it is acceptable for staff to go into the library building to do payroll or other necessary activity that can only be done on location.

### **Re-opening:**

- Whenever the State-mandated lockdown is lifted, we will need to determine how the library can be re-opened to the public. It will likely be a soft opening.
- Some ideas: tape on the floor to indicate appropriate social distance; special hours for vulnerable populations such as seniors; limiting the number of patrons in the library at one time.
- The topic of re-opening was tabled under we know more.

### **Financial Future:**

- Fundraising losses should be anticipated. It is possible that the Book Sale will not be able to be held this year.
- Do we qualify for paycheck protection?
- Purse strings may need to be pulled tighter.
- Next year's Centennial Event should still be used for good PR and to begin a fundraising drive for future capital improvements.

**Summer Kids Programs:** Indications are that social distancing will not be lifted before end of July. Normally by now we would have hired an extra program specialist to start preparing for summer programs. Should the specialist hours be reduced? Should we limit our plans for summer? Can we reassess situation in a couple of weeks? This will be discussed at next meeting.

**Staff Appreciation:** The Trustees want to communicate to the staff that we recognize that working from home is difficult, and that we appreciate their efforts.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Karen. Meeting adjourned at 4:04.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting April 9, 2020 @ 6:45 p.m.**