

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
December 18, 2020

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

Call to order: The emergency meeting was called to order at 10:45 a.m.

Re-Opening. Motion to authorize the Re-Opening Committee to make decisions about moving between re-opening stages, by Karen, 2nd by Megan. All in favor.

Per decision of the Re-Opening Committee: Due to the currently increasing local occurrences of COVID, the Library is moving back to Stage 4 today, December 18. On December 28, the Library will move back to Stage 3 (library closed to the public; contactless checkout only).

Motion to amend the re-opening protocol, such that contactless checkout will be Tuesday through Sunday, normal hours of service, by Amy, 2nd by Susan. All in favor.

Motion to adjourn by Stephanie, 2nd by Susan. Meeting adjourned at 10:53.

Respectfully submitted by: Karen Franco, Secretary

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

	Category	Stage 1	Stage 2
A	Staff on-site	One person per building per day, entirely voluntary	Up to two people at a time (exempting library director), entirely voluntary
B	Staff scheduling	Employees add themselves to the calendar	Employees add themselves to the calendar for any timeslot on their normal workday
C	Staff monitoring	None	Staff self-report health status each day before entering building
D	Public monitoring	N/A	N/A
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar is consulted
F	Social Distancing	N/A	Employees work from distant stations
G	Hours of service	Asynchronous, at staff discretion	Asynchronous, at staff discretion
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items are left untouched for at least 72 hours before being checked in
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	No patron access
K	Personal Protective Equipment	Staff wears gloves and face coverings	Staff wears gloves and face coverings
L	Foot traffic	No patron access	No patron access
M	Checkout	No patron access	No patron access
N	Browsing/reading	No patron access	No patron access
O	Public computers	No patron access	No patron access
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Standard cleaning, three times a week	Daily cleaning
R	Occasion for moving to next stage*	Work from home restriction lifted AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 5 days of stage 2 have transpired AND association libraries in Dutchess County are able to enter into phase 1 reopening AND the library has an adequate supply of gloves and cleaning supplies for staff
*If our region moves backwards to a lower numbered phase in its re-opening process, the library's board of trustees will meet to consider moving backwards to a previous stage			

	Category	Stage 3	Stage 4
A	Staff on-site	At least two people in the building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours on the same day does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before entering building	Staff self-report health status each day before entering building
D	Public monitoring	N/A	Voluntary contact tracing at pawlinglibrary.org/tracing
E	Access logging/Contact tracing	Building access calendar is consulted	Building access calendar and patron reported information are consulted
F	Social Distancing	Employees work from distant stations	Employees work from distant stations when possible, six feet markers placed on floors
G	Hours of service	Contactless checkout during normal hours of service on Tue - Sun	Closed Mondays, vulnerable population hour Tue - Thu 10-11, otherwise standard hours of operation
H	Materials handling	Items are left untouched for at least 72 hours before being checked in	Items returned by patrons are quarantined for at least 48 hours, items returned by delivery are checked in the same day
I	Volunteers	No volunteers on-site	No volunteers on-site
J	Patron access	No patron access	Up to seven patrons at a time
K	Personal Protective Equipment	Staff wears gloves and face coverings, patrons wear face coverings	Staff wears gloves and face coverings, patrons wear face coverings
L	Foot traffic	No patron access	Exit through side door only
M	Checkout	Contactless checkout only	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	No patron access	Patrons limited to 60 minutes per visit unless no one else is waiting to enter
O	Public computers	No patron access	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Virtual only	Virtual only
Q	Cleaning protocols	Daily cleaning	Daily cleaning
R	Occasion for moving to next stage*	At least 14 days of stage 3 have transpired AND Dutchess County enters into phase 3 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 14 days of stage 4 have transpired AND Dutchess County enters into phase 4 of its reopening plan AND the library has an adequate supply of gloves and cleaning supplies for staff
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	Category	Stage 5	Stage 6
A	Staff on-site	At least two people in building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours does not interfere with public service	Employees work their normal schedules unless working different hours does not interfere with public service
C	Staff monitoring	Staff self-report health status each day before beginning shift	Staff self-report health status each day before beginning shift
D	Public monitoring	Voluntary contact tracing at pawlinglibrary.org/tracing	Voluntary contact tracing at pawlinglibrary.org/tracing
E	Access logging/Contact tracing	Staff schedule calendar and patron reported information are consulted	Staff schedule calendar and patron reported information are consulted
F	Social Distancing	Barrier placed at circulation desk, six feet markers placed on floor	Barrier placed at circulation desk, six feet markers placed on floor
G	Hours of service	Normal hours of operation	Normal hours of operation
H	Materials handling	Items returned by patrons are quarantined overnight, items returned by delivery are checked in the same day	Face coverings required; staff wears gloves when working the circulation desk, handling shared materials, or using public computers
I	Volunteers	No volunteers in library	No volunteers in library
J	Patron access	Up to 10 patrons at a time	Up to 14 patrons at a time
K	Personal Protective Equipment	Face coverings required; staff wears gloves when working the circulation desk, handling shared materials, or using public computers	Face coverings required; staff wears gloves when working the circulation desk, handling shared materials, or using public computers
L	Foot traffic	Exit through side door only	Exit through side door only
M	Checkout	Contactless checkout, in-person checkout, homebound delivery	Contactless checkout, in-person checkout, homebound delivery
N	Browsing/reading	Patrons limited to 60 minutes per visit unless no one else is waiting to enter	Patrons limited to 60 minutes per visit unless no one else is waiting to enter
O	Public computers	Alternate days between odd numbered computers and even numbered computers	Alternate days between odd numbered computers and even numbered computers
P	Programs and events	Virtual only	Limited socially distant programs
Q	Cleaning protocols	Daily cleaning	Daily cleaning
R	Occasion for moving to next stage*	At least 30 days of stage 5 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff	At least 30 days of stage 6 have transpired AND the library has an adequate supply of gloves and cleaning supplies for staff
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	Category	Stage 7	Stage 8 (aka Restrictions Lifted)
A	Staff on-site	At least two people in building during hours of service	At least two people in building during hours of service
B	Staff scheduling	Employees work their normal schedules unless working different hours does not interfere with public service	Employees work their normal schedules, on site
C	Staff monitoring	Staff self-report health status each day before beginning shift	None
D	Public monitoring	Voluntary contact tracing at pawlinglibrary.org/tracing	None
E	Access logging/Contact tracing	Staff schedule calendar and patron reported information are consulted	None
F	Social Distancing	Barrier placed at circulation desk, six feet markers placed on floor	Employees work from their normal workstations
G	Hours of service	Normal hours of operation	Normal hours of operation
H	Materials handling	No restrictions	No restrictions
I	Volunteers	No restrictions	No restrictions
J	Patron access	Up to 14 patrons at a time per building	No restrictions
K	Personal Protective Equipment	Face coverings required; staff wears gloves when working the circulation desk, handling shared materials, or using public computers	Staff and patrons exercise best judgment in deciding whether to wear PPE
L	Foot traffic	Exit through side door only	Exit through front door only
M	Checkout	Contactless checkout, in-person checkout, homebound delivery	In-person checkout only
N	Browsing/reading	Patrons limited to 60 minutes per visit unless no one else is waiting to enter or they make special arrangements	Unlimited
O	Public computers	Alternate days between odd numbered computers and even numbered computers	One hour sessions, automatically renewed if no one is waiting
P	Programs and events	Limited socially distant programs	Unrestricted
Q	Cleaning protocols	Standard cleaning, three times a week	Standard cleaning, three times a week
R	Occasion for moving to next stage*	Covid-19 is no longer a public health threat	

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