

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
March 11, 2021

Attendees: Amy Emke, Stephanie McLaughlin, Nick Robertshaw, Susan Stone, Karen Franco, Heather Fidler, Megan Burlington, Virginia West, Wanda Rusiecki, Chris Shaw, David Potter, and Brian Avery (Director)

Absent:

Call to order: Meeting was called to order at 6:47 via zoom.

Minutes of Previous Meeting: Motion to approve by Amy, 2nd by Susan. All in favor.

Director's Report: A copy of the report was provided to all trustees. Items discussed were:

- Annual Report. The annual report to the community will be sent out in early May.
- Tent. The Board recommends the purchase of one or two tents for use during summer programs.
- Long-Range Plan. The Long-Range Plan expires at the end of next year. Surveys and focus groups can provide community input. Centennial events, including the May 2022 gala, will provide opportunities to hand out surveys.
- Pro-Active Infection Plan. Motion by Amy to change the Pro-Active Infection Plan so that employees and essential visitors who have been in contact with someone who has COVID need only isolate for 10 days rather than 14 days, following the revised CDC guidelines, 2nd by Megan. All in favor.
- Masks. If a patron has to be asked to put their mask on multiple times, the patron may lose their library privileges for a period of up to 6 months.
- Move to approve the director's report by Amy, 2nd by Wanda. All in favor.

Treasurer's Report: A copy of the report is available to all trustees upon request. Items discussed were:

- Expenses are on track with the annual budget.
- The audit has commenced.
- Finance Committee will meet to discuss the cost of re-opening on Mondays.
- Move to file.

New Business:

- 1) Centennial Celebration.
 - a) The end-of-summer party for youngsters will be held at Lakeside Park.

- b) Chris is working on the website and marketing materials. Motion by Amy to adopt the new design for Lola the Owl, 2nd by Susan. All in favor.
 - c) Reed Asher of Phoenix Pottery has offered to create Centennial-related items for sale.
- 2) Buildings and Grounds. The architectural drawings for the new Children's Wing are close to ready. Allison Grace Design is working on the interior design.

Committee Update:

- a. Board Development. There was a discussion about amending the Bylaws to accept Board Members who live "or work" in Pawling. No vote was taken.
- b. Online Book Sale. No progress reported.

Motion to adjourn by Amy, 2nd by Stephanie. Meeting adjourned at 8:07 pm.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting: April 8, 2021 @ 6:45 p.m.



Proactive Infection Plan

Screening

The Library will screen all employees and essential visitors as described below. The Library will also screen patrons on a strictly voluntary basis.

The Library will remotely screen via electronic form all employees and essential visitors scheduled to work in any Library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act including confidentiality of medical information. The Library will delete any personal health data two weeks after its date of submission.

Screening will consist of the following questions:

1. Have you experienced symptoms of COVID-19 including fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the past 14 days?
2. Have you tested positive for COVID-19 in the past 14 days?
3. Have you knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
4. In the past 14 days have you traveled to a location which is currently and/or was at the time listed on the New York State Covid-19 Travel Advisory List?
(<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)
5. Do you attest that you will wear a clean, appropriate face covering while working, in accordance with Library policy?

Library staff or screened visitors should immediately notify the Library Director or designee if the answers to these questions change later, regardless of whether the change occurs during or outside work hours.

The Library Director or designee will review all responses collected by the screening process on a daily basis and maintain a record of this review.

The Library will maintain a log of all Library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.

Visitors that Test Positive for COVID-19

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the Library.

If an individual who has visited the Library reports testing positive for COVID-19, the Library will notify local health officials.

The Library will work with local health officials to notify staff and visitors that may have been in contact with the infected visitor, while maintaining the right to the privacy of their health information of the visitor, and the confidentiality of library records.

Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms

The Library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member or Library visitor reports developing symptoms related to COVID-19 or testing positive for COVID-19.

Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come into the Library (or to leave the Library if they are already at work), and contact a medical professional or the local health department immediately. The Library will provide the employee with the healthcare and testing information available on the Dutchess County website: <https://www.dutchessny.gov/Departments/DBCH/dbch.htm>

The Library Director or designee will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If an employee tests positive for COVID-19 or shows symptoms of COVID-19 he or she may only return to work with the written permission of a doctor. If an employee has had close contact with a person with COVID-19, he or she may return to work after completing a 10 day self-quarantine.

Employees who have been alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the Library Director.

Closure and Disinfection Plan

The Library will be considered breached and will immediately close to the public and staff for any of the following reasons:

1. An employee or essential visitor begins his or her shift without having completed the screening protocol
2. An employee or visitor reports experiencing symptoms of COVID-19 after having entered any Library building
3. An employee or visitor uses any Library building while not correctly wearing mandated face covering AND does not immediately rectify the situation upon receiving a verbal reminder that face coverings are required*

Areas breached will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility.

The area breached will be disinfected before being reopened for use the following day.

*A patron may remove his or her face covering temporarily to consume a beverage while he or she is at least six feet distant from the nearest person unless doing so would violate any library policy. Employees may remove their face coverings temporarily to consume food or beverage, use the library telephone system, or to work in an unshared space, provided that they observe social distancing protocols whenever they are without a face covering.