

PAWLING FREE LIBRARY
Board of Trustees
Minutes of Meeting
May 13, 2021

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

Absent: Chris Shaw

Call to order: Meeting was called to order at 6:00.

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:

- The libraries of Dutchess County voted on May 7 on the proposal to incorporate in principle as a 501c3 non-profit organization. The proposal was passed.
- There was a discussion about making the community survey available at the first Centennial event—the Jazz Concert on the village green.
- Amy mentioned that the MHLS Trustee Training sessions are now all available online.
- Motion by Amy to approve the director's report; 2nd by Stephanie. All in favor.

Treasurer's Report: A copy of the report was provided to all trustees.

- Motion by Nick to transfer up to \$300,000 to PCSB from Key Bank, temporarily, to be transferred back as needed; second by Virginia. All in favor.
- The audit is due to begin next week.
- Report moved to file.

New Business:

- a. Re-Opening Committee.
 - Now that the staff has been vaccinated and most people are used to complying with the mask mandate, the shutdown of the library for the day is no longer automatically triggered in case of a breach of protocol. Move to accept the revised Pro-Active Infection Plan by Amy, 2nd by Stephanie. All in favor.
- b. Centennial Committee Update.
 - Susan discussed some of the giveaways that people will receive for different levels of donations.

- The Sponsorship Opportunities sheet has been printed and is also available online. Levels of sponsorship are: Century (\$15,000 – 1 available); Platinum (\$10,000 – 2 available), Gold (\$5,000 – 3 or more available).
 - A letter from Governor Cuomo has been received and was read aloud to the Board. The letter congratulated the Pawling Library on our Centennial and mentioned the important role that the Library fills in the community.
- c. Book Sale Committee Update.
- We held our second pop-up book sale on Saturday, May 8, with four tables on the corner of Arch Street and Charles Colman Blvd.
 - Total sales were \$400.
 - The next pop-up sale will be June 12, weather permitting. We would appreciate any available help from other Board members (or community volunteers) to man the sale.
 - Annual Book Sale. The Committee proposes the annual sale be held in mid-September at the Lathrop Center. The sale would be two weekends, beginning Sept 11.

Motion to adjourn by Amy, 2nd by Wanda. Meeting adjourned at 7:05.

Respectfully submitted by: Karen Franco, Secretary

Next Meeting June 10, 2021 @ 6:30 p.m.

Director's Report

Our May meeting will take place outdoors at 6 PM at the pavilion in Lakeside Park.

The Re-Opening Committee is recommending that we relax the Proactive Infection Plan by removing the promise to close the library for the day automatically when certain events occur. A copy of the plan with the proposed revisions will be attached to the email with this report.

The Mid-Hudson Library System is offering its trustee education series entirely online this year. Sessions are an hour and a half, and are scheduled for May and June. You can see the dates and sign up to participate on the [MHLS calendar](#).

The libraries of Dutchess County are considering incorporating as a 501c3 non-profit organization. The vote will take place on May 7th, and I can provide an update at the board meeting.

The libraries of Dutchess County received a \$50,000 collective grant from Dutchess County to purchase additional children's eBooks. Both Neena and I have volunteered to do some of the purchasing.

No later than next month's board meeting, we will need to decide whether to apply for the state construction grant program. We applied in 2018 for the creation of the Teenspace and in 2020 for annex improvements. Typically the grant covers about 20% of the cost of a project, and the funds must be spent within three years on a project whose costs are itemized in the grant proposal.

I mailed letters to Senator Harckham and Assemblyman Lalor requesting Budget Aid to replace our computers. Additionally, I invited to the Centennial jazz concert all our elected officials at the Village, Town, County, State, and Federal level.

Our subscription to myLibro is up for renewal. I am planning on subscribing for another year as long as we have the ability to opt out of the forthcoming self-checkout feature.

The Mid-Hudson Library System will be sponsoring an Ask-A-Lawyer event pertaining to Covid-19 for library directors. If you have any legal questions that you think might not naturally get covered at that event, please let me know so that I can submit them in advance.

The annual report was sent to the print shop last week. It should hit mailboxes no later than May 16th, but you will likely all know it has arrived before I do.

As advertised in the annual report, we have begun soliciting responses to our community survey. Patrons can go to pawlinglibrary.org/survey or fill out a paper survey when they are in the library.

I have submitted our employee self-quarantine information to G&G Payroll in order for them to claim the \$1,609 payroll tax reimbursement we are due under the Families First Coronavirus Response Act.

Phil Prout, Teen Program Coordinator

April marked the start of the spring program session. First-time registrations are up. I credit this to the introduction of programs targeted at tween patrons aging into teen program eligibility like D&D Jr. League. Additionally, teens who had previously only signed up for a single weekly or one-time program chose to register for multiple programs this April.

April teen programs also featured our Earth Week programs: take-home seed pod kits and the garden volunteer program. Volunteers have been hard at work; our teen garden has been repaired and is 100% planted. We hosted a guest speaker Marlow Baines, an 18-year-old international activist, to speak to teens about environmental activism on Earth Day. Teens in attendance to this program were respectful and thoughtful in their questions and discussion during the program.

The biography section in the YA area was moved. The biographies were previously in a hard-to-find location under the high table in the Teenspace. I decided with the director to move the biographies to a much more visible location onto shelves in the southwest corner of the teen space. The shelf space was previously the magazine section. I removed the magazines from the Teenspace completely.



Neena McBaer, Children's Program Coordinator

Programming breakdown by type: Spring programs launched April 12. Socially distant outdoor programming begins in May.

- All: 10 kit programs with 135 attendees, 11 live programs with 74 attendees
- Parent and Caregiver Early Literacy: 3 kits with 36 attendees, 2 live with 4 attendees
- Early Literacy: 3 kits with 28 attendees, 4 live with 43 attendees
- School Age Programming: 4 kits with 71 attendees, 5 live with 27 attendees

Earth Day: As part of our partnership with other Dutchess area libraries, we hosted a special STEAM kit program that provided families with a take-home experiment educating around oil spills. Several non-resident families participated, as did many locals. See below for a photo of two of our regular patrons completing their experiment at home!

Carla and Summer: I am excited to once again be working with Carla Biggs on our summer programming. We've planned a flexible schedule that includes options for a variety of pandemic possibilities. I am hopeful that outdoor programming will resume for school age children this

summer, if infection rates and vaccination rates allow. We've also made the difficult decision not to hire teen interns for the summer of 2021. Because we will be running smaller class sizes due to the pandemic and we are already very limited in our tight quarters, we've decided to hold off on hiring teens until next year. We will be recruiting volunteers for our reading buddy program, as well as for help prepping craft materials.

Kindergarten Readiness: Check out the photo from a patron of her young son completing the challenge in one of our Spring activity kits! These caterpillar and owl activities are helping participants develop literacy and fine motor skills (See below).



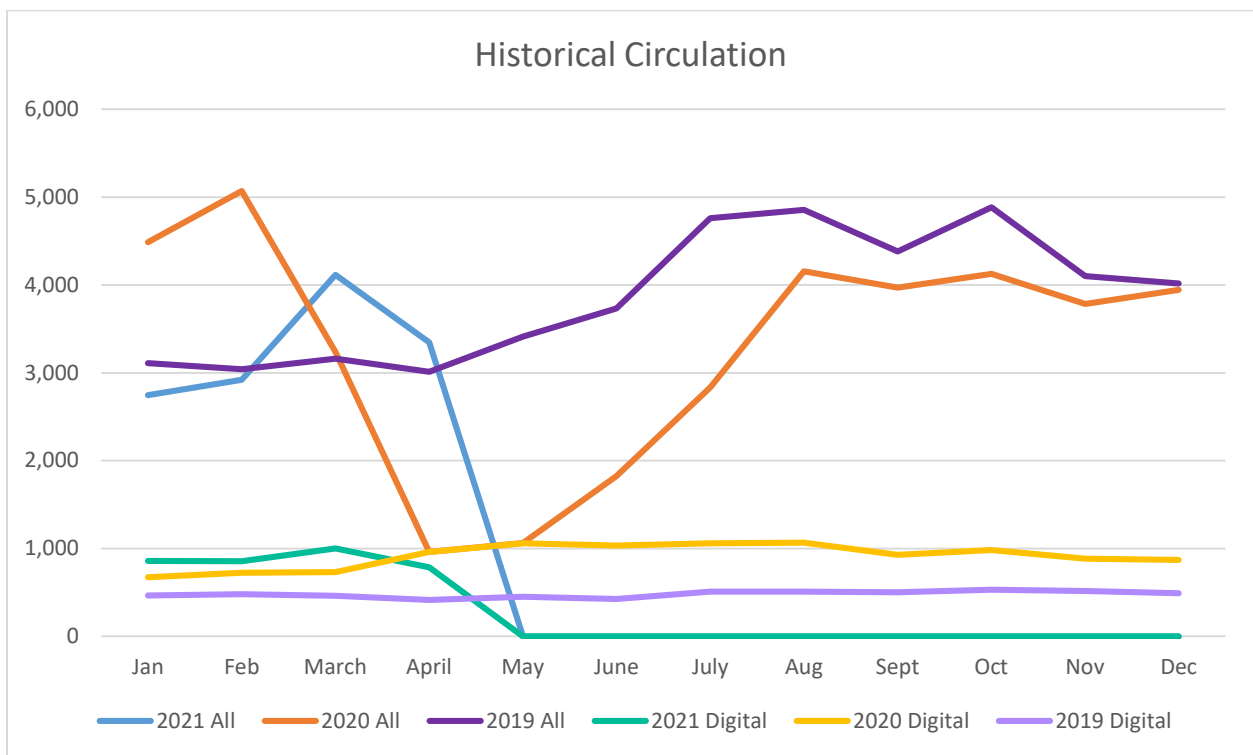
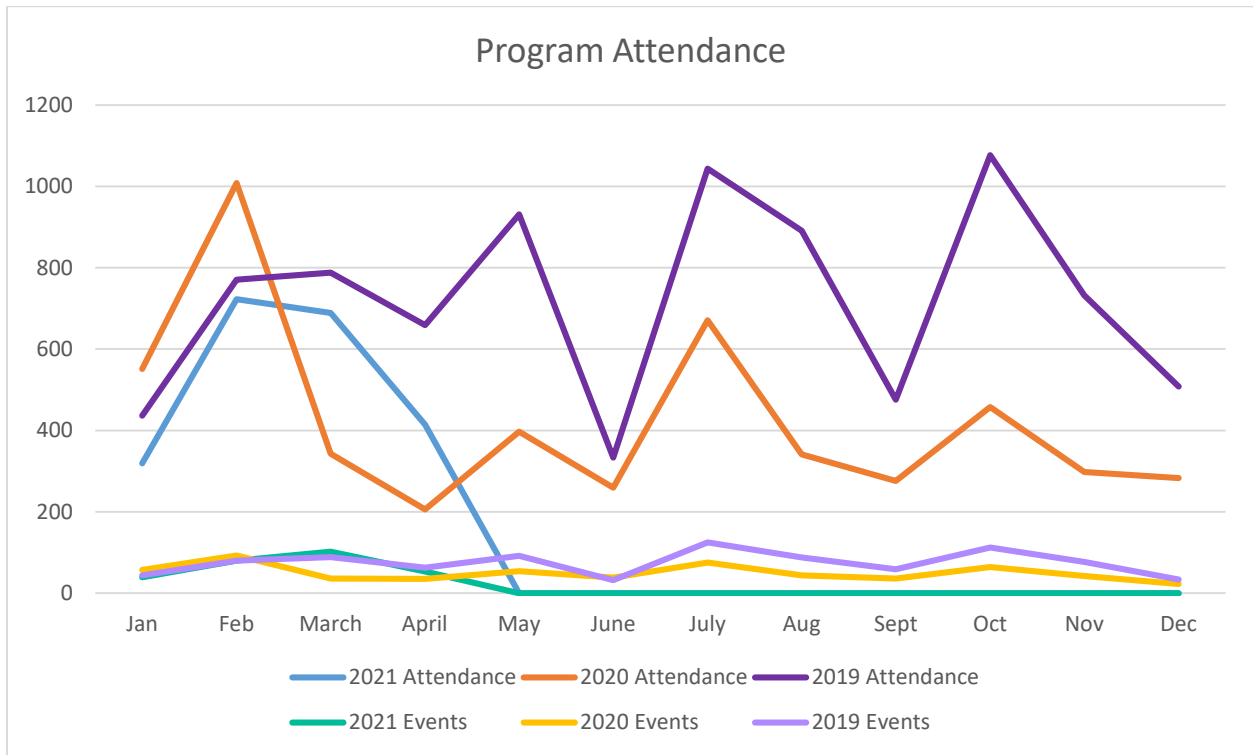
Tom Clemmons, Circulation Manager / Homebound Delivery Services Coordinator

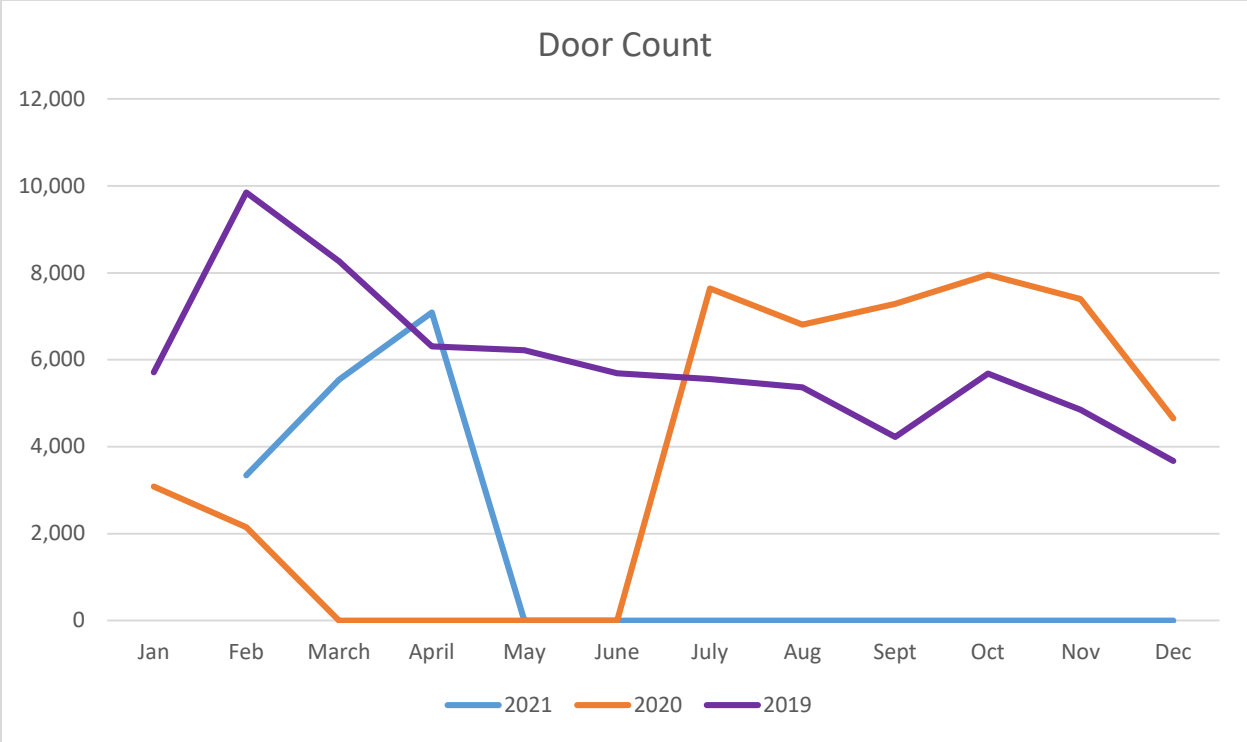
There are currently 10 active Homebound Services patrons. In April, I selected materials (books or audio books) according to reading preferences and made 6 Homebound Service delivery/pickups – 1 trip to the Village of Pawling, 2 trips to The Hamlet, 1 trip to King's Apartments, and 2 trips for residents at The Grand, including one donation from the PFL book sorters of 2 bags of large-print books for The Grand's Book Cart.

Buildings and Grounds

One of the circuits in the annex is not working. I have contacted Frank's Electrical.

Programming and Circ Stats





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. Are you currently subject to an individual quarantine per New York State guidelines? (<https://coronavirus.health.ny.gov/travel-large-gatherings-and-quarantines>)
4. 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 Director or designee may decide to close any or all portions of the Library for disinfection whenever a significant event occurs which poses an immediate hazard to building occupants. Any affected areas will be cleaned and disinfected in accordance with CDC cleaning and disinfection recommendations before being reopened for use.

Personal Protective Equipment

The requirements for personal protective equipment at each stage of re-opening are listed in the Library's Re-Opening Proctocols. 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.