

Philmont Public Library
101 Main Street
Philmont, NY 12565

June 3, 2020

The regular June meeting of the Philmont Public Library Board of Trustees, held via Zoom teleconference (meeting ID # 982 6422 5933, transcribed) was called to order at 7:06 PM by President Faith Benson. Also present were Vice President Dave Bolevice, Finance Officer Rain Whittaker, Secretary Mindy Gardner, Director Tobi Farley, and Member Nat Drake.

Visitors in Attendance: None

Public Comment: None

Minutes: A **MOTION** to accept the May 2020 minutes with one change (no action items for Faith) was made by Benson, seconded by Whittaker, and unanimously approved.

Correspondence (Gardner):

None

President's Report (Benson):

Farley, Whittaker and Benson distilled an abundance of guidance about Covid-19 issues into a new policy document, the Pandemic Protocol, and several new pandemic-related policies. Casey from MHLS provided a template to adhere to MHLS groupings.

Financial Report (Whittaker):

For the second month in a row, Whittaker was unable to report the library's present financial status because the village was unable to provide the numbers. Going forward, village accounting will be computer based instead of paper handouts.

Village Liaison Report (Sagal):

None, Sagal not present.

Library Director's Report (Farley):

1. The action memo for the construction grant was submitted to MHLS on Wednesday May27th. We are still waiting for the structural report and estimates.
2. We received \$1500 from the county, to be used as we see fit. We received \$750 from the Bank of Greene County, to be used for children's programming.
3. The Columbia Land Conservancy will host StoryWalks, a program where families walk from "page" to "page" of a picture book. 5 of the 10 sites will be used. The Philmont Library will help with PR and advertising, collaborating with other Columbia County libraries.
4. All Columbia county libraries will be open Wed 17th for curbside pickup. Staff is working on signs and communications to the public in advance of the opening. The curbside phase will last at least a month. The curbside pick-up spot will be the staff parking area.

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5. On June 9 and 14, the Columbia Greene workforce program will train library staff on how to deal with patrons who refuse to wear masks or follow protocols.

The Board discussed specific changes to the Library space to accommodate distancing protocols, and the need to log all visitors to the building before it opens to the public.

Policy Committee Report:

The Policy Committee will convene again a week from today.

Old Business

Farley reports that we don't qualify for the \$100 energy audit. We can do a virtual audit for \$2500.

New Business

1. The *Pandemic Preparedness Policy* was changed to the *Pandemic Protocol Policy*. A **MOTION** to accept the *Pandemic Protocol Policy* with no changes was made by Benson, seconded by Whittaker, and unanimously approved.
2. Several pandemic-specific policies were discussed:
 - a. A **MOTION** to accept the *Proactive Infection Plan Policy* was made by Drake, seconded by Gardner, and unanimously approved.
 - b. A **MOTION** to accept the *Telecommuting Plan Policy* was made by Bolevice, seconded by Whittaker, and unanimously approved.
 - c. A **MOTION** to accept the *Meeting Room Use Policy* was made by Benson, seconded by Drake, and unanimously approved.
 - d. A **MOTION** to accept the *Employee Dress Code Policy* was made by Whittaker, seconded by Bolevice, and unanimously approved.
 - e. A **MOTION** to accept the *Patron Conduct Policy* was made by Drake, seconded by Bolevice, and unanimously approved.
 - f. A **MOTION** to accept the *Computer Use Policy* was made by Bolevice, seconded by Gardner, and unanimously approved.
 - g. A **MOTION** to accept the *Emergency Sick Leave Policy* was made by Benson, seconded by Bolevice, and unanimously approved.
 - h. A **MOTION** to accept the addition of "During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H." to the *Karen A. Garofalo Cultural Center Policy* was made by Bolevice, seconded by Drake, and unanimously approved.
 - i. A **MOTION** to accept the addition of "During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H." to the *Dot Bowes Pavilion Policy* was made by Benson, seconded by Bolevice, and unanimously approved.
 - j. A **MOTION** to accept the addition of "During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this

policy. See Appendix H.” to the *Director Policy* was made by Benson, seconded by Drake, and unanimously approved.

- k. A **MOTION** to accept the addition of “During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.” to the *Staff Policy* was made by Bolevice, seconded by Gardner, and unanimously approved.
 - l. A **MOTION** to accept the addition of “During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.” to the *Volunteer Policy* was made by Whittaker, seconded by Drake, and unanimously approved.
 - m. A **MOTION** to accept the addition of “During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.” to the *General Conduct Policy* was made by Bolevice, seconded by Drake, and unanimously approved.
 - n. A **MOTION** to accept the addition of “During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.” to the *Dress and Personal Hygiene Policy* was made by Bolevice, seconded by Whittaker, and unanimously approved.
3. A **MOTION** to accept Appendix H as discussed and amended was made by Bolevice, seconded by Whittaker.

A **MOTION** to adjourn was made by Bolevice, seconded by Whittaker, and unanimously approved.

The next library board meeting will be held on July 1, 2020 at 7 PM

ACTION ITEMS

Benson - NONE

Bolevice - NONE

Drake - NONE

Farley - NONE

Gardner - Write thank you letters to donors

Sagal - NONE

Whittaker - NONE
