

**LOWVILLE FREE LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
MARCH 15, 2020**

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 5:01pm. **PRESENT:** Karen Oldroyd, Shannon Schrag, Meghan Harney, Jamie Haggett, Bill Waite, Jamie Roberts, Sharon Sears, Jesica Nichols, Danielle Munn.
- **ADOPTION OF AGENDA:** Bill moved, Danielle 2nd, **MOTION APPROVED.**
- **CLOSING OPTIONS:** COVID-19 Response. Our options are complete closure, closed to the public with staff reporting, provide limited services, and increase cleaning measures. We have already implemented our closure next week **March 16-21, 2020** and all programs have been suspended indefinitely. If staff are comfortable reporting while Library is closed to the public there is cleaning to be done, collection weeding and inventory, training and help with limited services. On-line activities and on-line story-time can be offered. Looking at a pick –up service for materials requested by phone or on-line request from our collection. Our wifi will continue to be available outside the building. A request will be made that all returns will be made to the book drop outside the building. A motion was made to close the Library to the public, have staff report if they are comfortable, and we will provide limited services until **April 18, 2020**. Bill moved, Shannon 2nd, **MOTION APPROVED.** The Library Director will provide limited services while the Library building is closed to the public, all services are to be determined with the input from the Board of Trustees. Danielle moved, Jamie R. 2nd, **MOTION APPROVED.**
- **STAFFING:** There will be no volunteers during Library closure. Staff will report with their current paid time off hours intact, staff can take unpaid leave without penalty, there may be consolidated employee hours per Director’s input. Bill moved, Danielle 2nd, **MOTION APPROVED.**
- **CIRCULATION RULES:** Delivery from other Libraries has been suspended. Holds have been suspended. During Lowville Free Library closure renewal limits and fines are suspended. Jamie H. moved, Bill 2nd, **MOTION APPROVED.** During Lowville Free Library rental fees for DVD’s and board games are suspended. Bill moved, Shannon 2nd, **MOTION APPROVED.** Lowville Free Library will suspend blocked accounts for physical materials for the duration of our closure. Bill moved, Jamie R. 2nd, **MOTION APPROVED.**
- **CLEANING:** Best practices will be used while cleaning the Library. Books and materials will be cleaned after pick up from book drop. Employees will wash hands and wipe down personal items every shift.
- **ALL DECISIONS ARE FROM THE BOARD OF TRUSTEES, THE GOVERNING BOARD OF THE LOWVILLE FREE LIBRARY.**
- **COMMITTEE MEETINGS:** All committee meetings will be held on-line. The chair of each committee will decide the route of communication for meetings but the dates already set will be kept.
- **NEXT MEETING:**
 - Tuesday **April 7, 2020** at 6pm. In the conference room at the Library.
- **ADJOURNMENT:** 5:55pm. Bill moved, Danielle 2nd, **MOTION APPROVED.**

- **CALL TO ORDER:** 5:57pm.
- All vendors will have access to the Library building during consolidated hours to complete work previously voted upon to include, Brown's Plumbing, Boz Landscaping, NCLS with our computers. Jamie R. moved, Jamie H. 2nd, **MOTION APPROVED.**
- Cleaning services will continue during public access closure but there will be no penalty if she chooses not to clean during the Library closure. Jamie R. moved, Danielle 2nd, **MOTION APPROVED.**
- **ADJOURNMENT:** 6:05pm. Jamie R. moved, Shannon 2nd, **MOTION APPROVED.**
- **DRAFT** (3/18/2020) to be submitted for approval **April 7,2020** at the board meeting.