CLIFTON PARK HALFMOON PUBLIC LIBRARY

Board of Trustees
Agenda

March 31, 2020   7:15 PM   Special Board Meeting

Virtual Teleconference Meeting

Public can listen to the meeting at

youtube.com/user/cphpubliclibrary

1. Agenda

2. Board Comment

3. Business Continuity during Closure

4. Fiscal Impact of Closure

5. Library Reopening Service Plan

6. Questions

March 30, 2020

Technology
- Move to OneDrive in 2019 has made the transition to working at home easier; IT added a shared drive of work at home resources to support staff
- Laptops have been loaned out to staff who needed one to do work from home
- Secure VPN licenses have been obtained for two staff members so they can place materials orders from home

Public Service
- Responding to email and voice mail messages
- Telephone reference from 10 am – 4pm Monday through Friday
- Filming virtual storytimes
- Posting resources for patrons online on homepage

Materials
- Patrons instructed to keep materials at home until re-open; no fines
- Additional funds have been spent on digital resources including more Hoopla downloads and additional purchases in cloudLibrary
- In early March added over 3,500 titles to RBDigital Magazines
- Print and AV titles are being ordered remotely. Vendors holding materials until after we open; some vendors not processing orders right now due to closures, but keeping orders in a queue for when facilities reopen.

Communication
- Information being pushed out through website and social media – with the understanding that we are all overwhelmed with information at this time
- Constant Contact email newsletter being used sparingly (information overload)
- Press releases
- Community News ad focusing on digital resources
- Phone message updated to include information about what to do with materials and when live telephone reference is available

Business Office
- Payroll being processed (can be done from home); Andie has been trained as backup
- Business Manager has access to QuickBooks from home through secure LogMeIn account (approved by SALS); Andie could process warrant as backup
- Warrant approval process is already done by email
- Online banking – both Lisa and Alex have online access to accounts.

Building Infrastructure
- Building checked daily
- Building has been cleaned and disinfected

Staff Working at Home

- staff working from home have been asked to work on projects or take online courses depending on the position
- all staff are taking webinars; have been sent the Sexual Harassment Prevention Training webinar link
- staff are updating procedures
- librarians providing email and phone reference; ordering materials; planning future programs
- clerks are providing circulation support via email; ordering materials
- for part-time clerical and paging staff, supervisors have created weekly work-related quizzes to be completed
- staff meetings are being held via teleconference

March 30, 2020

NYSLRS – Retirement Costs
- Employer contributions to the NYSLRS Retirement Plan are market driven; information from NYSLRS indicates that State is well position to weather ongoing volatility in the market for paying pensions, but could be an increase in contributions.
- After 2008, the Library's annual contribution increased from $111,973 in 2008 to $170,079 in 2010 (51% increase) and was $237,829 in December 2019. A 50% increase would put the Library's contribution at $356,743

Tax Cap
- declining growth in towns – impact in future years to growth factor

Paid Sick Leave
- NY State implements 14 days of paid sick leave for employees who are on mandatory or precautionary quarantine order due to COVID-19

Fines
- Not a big impact overall, but will be waiving fines for several months
- Consider extending waiving of fines as patrons are impacted financially by loss of work etc.

Budget Vote
- Will there be an impact on our budget vote in September if people are financially stressed?
- What will the impact be for our 2021 budget planning?

March 30, 2020

The closure of the Library due to the coronavirus Covid-19 outbreak has caused a large disruption in our ability to delivery service to the public. With the building closed, staff have worked diligently to provide online and virtual products and programming.

The initial closure of the Library was scheduled from March 16 through March 31, but it seems likely that the closure will extend into April. When the Library does reopen, it will be based on a plan that follows county, state, federal and CDC guidelines for safe operations. Reopening of the library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

Factors that need to be taken into consideration when creating a Library Reopening Service Plan include:

- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols – this plan includes additional cleaning protocols. We currently only have 1.5 FTE facility staff during the day and our contract cleaners at night. Existing staff may need to be re-assigned from their regular duties to assist with cleaning protocols.
- The very real concern that there may be a "second wave" which may require an additional closure of the physical building.

Note that the dates are for planning purposes only to provide a sense of the timing of the phases.

Phase 1: Staff Return to the Building (April 20-April 26)
- Library facility will remain closed to the public
- Building will have been cleaned and disinfected prior to April 20 by contract cleaners.
- Staff will be expected to complete job-specific duties and tasks

Phase 2: Opening of Library Building to Public (April 27-May 24 – period of 4 weeks after Phase 1 is complete)
- Library building open to the public
- Hours will be reduced
- No programs at the building with public (livestream, virtual, etc. only)
- No meeting room use
- No study room use
- Limited outreach and projects with library partners
- Possible limitations on certain services – e.g. ILL if delivery is not available

Phase 3: Regular Hours (May 26 – June 21 – period of 4 weeks after Phase 2 is complete)

- Library Building open to the public
- Regular library hours
- No programs at the building with public (livestream, virtual, etc. only)
- No meeting room use
- No study room use
- Limited outreach and projects with library partners
- Possible limitations on certain services

Phase 4: Limited Programming (June 22 – July 19 – period of 4 weeks after Phase 3 is complete)

- Library Building open to the public
- Library programming begins on a limited basis with hard caps for attendance
- Meeting room use limited to groups of no more than 10
- Study room use for one person only
- Limited outreach and projects with library partners
- Possible limitations on certain services

Phase 5: Full Operation (July 19 – to begin after Phase 4 is complete)

- Contingent on county, state, Federal, CDC and WHO guidelines)

Due to the possibility of a "second wave" of COVID-19 in the fall, the following precautionary measures are recommended to be continued until at least the end 2020.

- Opening of the building will follow any county, state, federal "back to work" guidance
- Social distancing of computers and equipment
- Social distancing of study tables and carrels by removing chairs and re-positioning tables
- Floor markings at service desks to separate patrons from each other and from staff
- Signage asking patrons to wash hands before and after using library equipment
- no toys in public spaces
- plastic keyboard covers will be put on public computers
- make sure all surfaces are wiped down before and after programs
- staff to wash hands before and after desk shifts and programs.
- All returns must be done via the book drop (returns window closed).
- All devices with hard surfaces (telescope, binoculars, games in cases) should be wiped down when returned
- Procedures for processing returned materials will be developed based on best guidance for materials handling

- Cleaners will wipe down all hard surfaces nightly, and facilities staff will support with additional cleaning during the day.
- Consider banning food from the library for a period of time depending on FDA and state guidelines.
- Consider only taking credit card payments