



October 24, 2020 9:30 AM

Board Meeting

Virtual Webconference Meeting
Public can view to the meeting at
youtube.com/user/cphpubliclibrary

The regular meeting of the Board of Trustees will be followed by the Board Retreat

1. *Agenda: Approval or Changes
2. *Minutes of the September 21, 2020 meeting for approval.
3. Public Comment
4. Board Comment
5. *Treasurer's Report
 - A. Mid-year Budget Update
6. Friends of the Library Report
7. Director's Report
 - Proposed 2021 Meeting Schedule
 - Proposed 2021 Closed Dates
8. Committee Reports
 - A. Ad Hoc Reopening Committee
 - *Library Reopening Services Plan Update
 - *Library Safety Plan Update
 - *Return to Work Staff Manual Update
9. Old Business
10. New Business
 - A. *Recommendation to update authorized users on Fidelity Unemployment Bond
 - B. *403 (b) Ratification
11. Executive Session

* Items so marked are action items



September 21 2020 7:15 PM

Virtual Webconference Meeting
Public can view the meeting at
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Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Golden, Dave; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart, and Joe Gaug, Attorney.

ABSENT: Tom Madison

GUESTS: Lisa Oddo

The meeting was called to order at 7:20 PM by Mr. Wise.

AGENDA: Mr. Wise presented the September 21, 2020 agenda for approval. A **Motion** was made by Mr. Rodger, seconded by Ms. Dugan, to approve the agenda. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Cantore, seconded by Mr. Srinivasan, to accept the August 17, 2020 minutes as sent. The **Motion** passed unanimously by those present. Ms. McMunn and Mr. Srinivasan chose to abstain.

PUBLIC COMMENT: There were no members of the public in attendance. The meeting can be viewed via youtube.com/user/cphpubliclibrary.

BOARD COMMENT: Ms. Brown noted it is good to have the Children's Library open again.

Ms. Gutelius shared the Budget Vote and Trustee Election results. The 2021 budget vote passed with 575 votes for the budget and 79 against. A total of 654 ballots were cast that included 78 absentee ballots and 6 affidavit ballots. Our approval margin was 88% which was up from 83% last year. Ed Rodger and Suzanne Dugan were reelected for five-year terms for the Town of Clifton Park.



TREASURER'S REPORT:

Mr. Meyer presented the Treasurer's Report for August 2020. Under Receipts, there are no changes for August. Under Disbursements, Line Item 6150 Repairs is high in August. This is for charges to fit and install Plexiglas at public and staff workspaces. Mr. Meyer made the **Motion**, seconded by Ms. McMunn, to accept the Treasurer's Report for August 2020. The **Motion** passed unanimously by those present. Board members discussed income, and noted there was no additional income in August. Income from fines continues to be very low and may have to be adjusted down at some point.

The August 17, 2020 warrant for \$140,275.24 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. Brown, to approve the August 17, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the August warrant was Mr. Golden.

The September 21, 2020 warrant for \$123,726.57 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Srinivasan, to approve the September 21, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the September 21, 2020 warrant was Mr. DiGianni.

The September 3, 2020 warrant will be approved at the October Board meeting.

THE FRIENDS: Mr. Foster gave the following report:

1. The FOL have decided not to do the Grab Bag book sale at this time. Their next meeting is on Wednesday, September 23. They will discuss fundraising options for the spring.
2. The FOL had a small gathering in the Reading Garden to receive the Daniel W. Casey Library Advocacy Award.
3. The FOL will sponsor Books for Babies in November. They will have premade bags available for parents at the circulation desk. It will include a board book and information about the library.
4. Board members were concerned that some of the library programming might be at risk due to the limited ability for fundraising from the FOL. The FOL already had money set aside from previous book sales and their fund balance. They will still support the digital signage and the museum pass program. They usually fund author events; however, we do not have anything scheduled currently. The FOL have already paid



5. \$9,000 in specified funds. Book sales usually bring in approximately \$6,000, and all travel fund raisers have been cancelled.

DIRECTOR'S REPORT: Mr. Foster gave the following report on Public Service:

1. Mr. Foster noted we will not do Food for Fines this year. We have not been charging fines for the last six months, and handling and quarantining food items would be difficult right now.
2. The book slots on the exterior of the building opened today. The inside book drop is available as well. We will no longer put the bins out front during library hours. This will allow patrons the ability to return items 24/7. All items are still being quarantined for 96 hours. The drive up book drop is not open.
3. We plan to begin limited computer access starting on October 5. Public computers will be available for strict 1 hour time limits. Staff will not offer any computer assistance at this time. Computers and work stations will be cleaned every hour.

DIRECTOR'S REPORT: Ms. Stewart gave the following report on Communications:

1. Signage has been updated to direct patrons to the inside book drop, as well as the book drop on the exterior of the building.
2. Our website continues to be updated, and there was a lot of signage placed around the building about the budget vote.
3. We are planning out the set up for early voting, and will have signage to direct voters in the building.
4. An information board has been set up at the staff entrance, with updates and important information regarding reopening stages, services, and travel restrictions.
5. The Contact Us form on the website has been updated.
6. We are participating in the Libraries Transform book pick. This initiative is a digital reading program that connects readers nationwide. The selected title is Book of the Little Axe by Lauren Francis-Sharma.
7. Staff are participating in Banned Books Week by taking photos with their favorite banned book. We will highlight the photos during the week on social media.



DIRECTOR'S REPORT: Ms. Gutelius gave the following report:

1. PR and Communications are doing a great job. Information and procedures change quickly, and they have done a great job keeping everyone informed.
2. The budget vote went smoothly. We had enough election workers, and having it on the 2nd floor did not seem to be a barrier for voters.
3. We have been in touch with the Board of Elections commissioners regarding early voting. They seemed happy with the set up and don't seem concerned about the total number of people. Most of the voting hours are when the library is closed.
4. Overall, our reopening has been going smoothly. The SALS/MVLS Start-up Committee met, and our library seems to be ahead of the other area libraries regarding offered services. Patrons still call regarding the status of outstanding items on their account, as there is overlap due to the 96-hour quarantine period. On Monday, October 5, 2020, we will begin to allow computer use for one hour per day limit, no exceptions. Saratoga is offering computer use the same day.
5. We will continue to update and modify our reopening service plan. Magazines will be put out again for circulation on September 22nd. We are not prepared to staff full time hours at this time. We are down staff due to resignations and retirements.
6. People are using the Reading Garden and the picnic tables on the back lawn to work and use the library WiFi.
7. We are working with Mr. Meyer to prepare an RFP for audit services.
8. It was noted the library only provides the space, chairs, and tables for Early Voting. We will also provide a security guard. The Board of Elections handles everything else. Staff has been instructed not to take any general election ballots. Everything must be handled by the Board of Elections.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report.

PUBLIC RELATIONS: No Report.

LONG RANGE PLANNING: Ms. McMunn gave the following report:

Ms. McMunn discussed possible dates for a Board retreat. It can be scheduled on Monday, October 19 or on Saturday, October 24. Board members discussed pros and cons to each of the dates and finally decided to hold the retreat on Saturday, October 24 at 9:30am. The day will begin



with a short board meeting and an update from Alex on the challenges and opportunities from this year. Mr. Foster will speak briefly about Space Planning, and Ms. Stewart will discuss staff achievements from the year. The LRP Committee discussed choosing a topic for discussion, with small groups meeting virtually ahead of time to read and research a topic, and choose a group spokesperson to present the groups findings. The Board discussed possible topics and decided to research the topic of eliminating fines. Ms. McMunn will get detailed information out to Board members shortly with details regarding the Board Retreat.

PERSONNEL COMMITTEE: No Report

BUILDINGS AND GROUNDS: Ms. Gutelius gave the following report: In September 2019 the Library board approved the first of a three-year contract with Malta Asphalt for grounds maintenance services. We have had no problems with their plowing or grounds maintenance services. Ms. Brown made the **Motion** on behalf of the Buildings and Grounds Committee to renew the contract with Malta Asphalt for one year from November 1, 2020 to October 31, 2021 at a rate of \$3,485 per month and a rate of \$650 per salt/calcium application. The **Motion** passed unanimously by those present.

FINANCE: No Report:

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger noted the number of people that came out to vote to support the library. We may want to reach out to the community with a survey to identify needs and support. Board members discussed the idea, and thought now is not the right time. Possibly do a survey in the future, and maybe enlist the help of the FOL.

Ms. Brown noted there are still some library Vote signs around town. Please pick up all remaining signs as soon as possible.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:43 PM.

The next scheduled Board Meeting is Saturday, October 24, 2020 at 9:30am.

**Clifton Park-Halfmoon Public Library
Treasurer's Report September 2020**

Percentage of Year: 75%

RECEIPTS	Adopted Budget		Modified	Percentage of Year: 75%			
	Jan 20	Adj Budget	Budget	September	YTD	YTD as % of Budget	Variance
Governmental Income							
4010 Town of Clifton Park	\$3,117,763.00	\$0.00	\$3,117,763.00	\$0.00	\$3,117,764.56	100.00%	1.56
4020 Town of Halfmoon	\$1,488,961.00	\$0.00	\$1,488,961.00	\$0.00	\$1,488,961.61	100.00%	0.61
4040 LLSA	\$16,283.00	\$0.00	\$16,283.00	\$0.00	\$0.00	0.00%	-16,283.00
4030 Bullet Aid	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	0.00%	-2,500.00
Subtotal	\$4,625,507.00	\$0.00	\$4,625,507.00	\$0.00	\$4,606,726.17	99.59%	-18,780.83
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00	\$9,000.00	100.00%	\$0.00
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00%	\$2,250.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170d Lighting Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170e NCWIT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170f Construction Challenge - Space Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
Subtotal	\$12,600.00	\$0.00	\$12,600.00	\$9,000.00	\$19,917.00	158.07%	\$2,317.00
Donations							
4210 Patron Donations	\$0.00	\$0.00	\$0.00	\$0.30	\$431.87	0.00%	\$431.87
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$140.00	0.00%	\$140.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.30	\$571.87	0.00%	\$571.87
Interest							
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$2,787.76	\$10,390.68	0.00%	\$10,390.68
4330 Bank Interest Income	\$6,500.00	\$0.00	\$6,500.00	\$22.35	\$1,610.12	24.77%	-\$4,889.88
Subtotal	\$6,500.00	\$0.00	\$6,500.00	\$2,810.11	\$12,000.80	184.63%	\$5,500.80
Other Income							
4410 Fines	\$55,000.00	\$0.00	\$55,000.00	\$510.91	\$11,547.45	21.00%	-\$43,452.55
4420 Library Fees - L&D	\$7,500.00	\$0.00	\$7,500.00	\$298.58	\$2,356.58	31.42%	-\$5,143.42
4431 Emp Books	\$0.00	\$0.00	\$0.00	-\$48.40	\$37.10	0.00%	\$37.10
4440 Copier	\$15,500.00	\$0.00	\$15,500.00	\$125.25	\$3,216.95	20.75%	-\$12,283.05
4450 Other	\$0.00	\$0.00	\$0.00	\$1.08	-\$940.56	0.00%	-\$940.56
Subtotal	\$78,000.00	\$0.00	\$78,000.00	\$887.42	\$16,217.52	20.79%	-\$61,782.48
Total Receipts	\$4,722,607.00	\$0.00	\$4,722,607.00	\$12,697.83	\$4,655,433.36	98.58%	-\$67,173.64
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Receipts including Appropriations	\$4,722,607.00	\$0.00	\$4,722,607.00	\$12,697.83	\$4,655,433.36	98.58%	-\$67,173.64

**Clifton Park-Halfmoon Public Library
Treasurer's Report September 2020**

Percentage of Year: 75%

DISBURSEMENTS	Adopted Budget		Modified	Percentage of Year: 75%			
	Jan 20	Adj Budget	Budget	September	YTD	YTD as % of Budget	Variance
Personnel							
7010 Salaries - Personnel	\$2,249,769.00	\$0.00	\$2,249,769.00	\$158,636.60	\$1,516,891.21	67.42%	\$732,877.79
7013 Contracted Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$150.00	2.50%	\$5,850.00
7200 Insurance	\$119,500.00	\$0.00	\$119,500.00	\$9,559.04	\$97,668.73	81.73%	\$21,831.27
7300 Benefits - Taxes	\$165,000.00	\$0.00	\$165,000.00	\$11,491.76	\$117,033.60	70.93%	\$47,966.40
7400 Benefits - Retirement	\$240,000.00	\$0.00	\$240,000.00	\$19,540.00	\$235,317.00	98.05%	\$4,683.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	\$394.25	-\$5,696.37	0.00%	\$5,696.37
Subtotal	\$2,780,269.00	\$0.00	\$2,780,269.00	\$199,621.65	\$1,961,364.17	70.55%	\$818,904.83
Library Materials							
6010 Books	\$170,500.00	\$0.00	\$170,500.00	\$14,216.47	\$78,114.60	45.82%	\$92,385.40
6020 Periodicals	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$9,960.09	66.40%	\$5,039.91
6030 AV	\$70,200.00	\$0.00	\$70,200.00	\$5,732.34	\$36,892.98	52.55%	\$33,307.02
6050 Digital Resources	\$76,800.00	\$0.00	\$76,800.00	\$6,368.41	\$78,985.13	102.85%	-\$2,185.13
6010 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$332,500.00	\$0.00	\$332,500.00	\$26,317.22	\$203,952.80	61.34%	\$128,547.20
Facility & Equipment							
6110 Bldg Svc Contracts	\$195,000.00	\$0.00	\$195,000.00	\$14,002.85	\$124,218.58	63.70%	\$70,781.42
6130 Office Equip	\$10,000.00	\$0.00	\$10,000.00	\$1,175.49	\$3,170.58	31.71%	\$6,829.42
6140 Facility Insurance	\$35,000.00	\$0.00	\$35,000.00	-\$500.00	\$49,428.08	141.22%	-\$14,428.08
6150 Repairs - Bldg & Equipment	\$40,000.00	\$0.00	\$40,000.00	\$348.56	\$53,224.37	133.06%	-\$13,224.37
6160 Equipment Lease Expense	\$25,000.00	\$0.00	\$25,000.00	\$2,053.45	\$19,553.75	78.22%	\$5,446.25
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$1,600.68	0.00%	-\$1,600.68
Subtotal	\$305,000.00	\$0.00	\$305,000.00	\$17,080.35	\$251,196.04	82.36%	\$53,803.96
Operations							
6200 Programs	\$46,000.00	\$0.00	\$46,000.00	\$5,993.13	\$29,398.27	63.91%	\$16,601.73
6510 Automation	\$214,000.00	\$0.00	\$214,000.00	\$15,734.09	\$131,383.76	61.39%	\$82,616.24
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$2,190.36	\$8,838.04	98.20%	\$161.96
6520 Elections	\$10,000.00	\$0.00	\$10,000.00	\$2,406.01	\$7,667.07	76.67%	\$2,332.93
6521 Insurance - D & O	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$1,076.00	102.48%	-\$26.00
6525 Membership Dues	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,818.50	45.46%	\$2,181.50
6530 Office & Lib Supplies	\$19,000.00	\$0.00	\$19,000.00	\$766.04	\$20,793.31	109.44%	-\$1,793.31
6531 Gift Cards Received/Spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
6540 Postage	\$5,000.00	\$0.00	\$5,000.00	-\$1.00	\$316.90	6.34%	\$4,683.10
6545 Professional Services	\$30,000.00	\$0.00	\$30,000.00	\$193.50	\$30,962.10	103.21%	-\$962.10
6551 PR & Printing	\$10,500.00	\$0.00	\$10,500.00	\$118.50	\$5,718.37	54.46%	\$4,781.63
6555 Telephone	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	0.00%	\$600.00
6556 Travel & Continuing Ed	\$17,000.00	\$0.00	\$17,000.00	\$651.00	\$11,108.71	65.35%	\$5,891.29
6575 Utilities	\$80,000.00	\$0.00	\$80,000.00	\$5,834.54	\$48,668.08	60.84%	\$31,331.92
6576 Building Security	\$87,000.00	\$0.00	\$87,000.00	\$9,446.11	\$35,652.31	40.98%	\$51,347.69
6581 Other Operational	\$0.00	\$0.00	\$0.00	\$49.86	\$744.96	0.00%	-\$744.96
Subtotal	\$533,150.00	\$0.00	\$533,150.00	\$43,382.14	\$334,146.38	62.67%	\$199,003.62
Bonds							
6610 Town of Clifton Park	\$531,513.00	\$0.00	\$531,513.00	\$0.00	\$531,513.07	100.00%	-\$0.07
6620 Town of Halfmoon	\$240,175.00	\$0.00	\$240,175.00	\$0.00	\$209,337.50	87.16%	\$30,837.50
Subtotal	\$771,688.00	\$0.00	\$771,688.00	\$0.00	\$740,850.57	96.00%	\$30,837.43
Other Expense Types							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$4,722,607.00	\$0.00	\$4,722,607.00	\$286,401.36	\$3,491,509.96	73.93%	\$1,231,097.04

**Clifton Park-Halfmoon Public Library
Treasurer's Report September 2020**

Percentage of Year: 75%

<i>Cash - Bank Balances</i>	
1050 Petty Cash	\$722.02
1040 Petty Checking	\$415.26
1051 Business Checking	\$154,421.44
1052 MM Savings	\$2,622,200.75
1060 Unemployment Fund Bond	\$129,052.79
TTL CASH	\$2,906,812.26
12000 Undeposited Funds	\$0.00
1100 Accounts Receivable	\$0.00
13000 Prepaid Expense	\$0.00
Fixed Assets	\$0.00
TTL ASSETS	\$2,906,812.26
21000 Accrued Pay	\$0.00
2000 Accounts payable	\$44,372.86
24000 Payroll Liab	\$468.00
2395 Accrued retirement	\$175,860.00
24102 Sunshine Fund	\$195.66
24103 Def Revenue	\$0.00
1071 Accrued credit card	\$0.00
TTL LIABILITIES	\$220,896.52
TTL EQUITY	\$2,685,915.74
	\$0.00
TTL LIAB & EQUITY	\$2,906,812.26

<i>Fund Balance Reconciliation</i>	
Year to Date Revenues	\$4,655,433.36
Year to Date Expenses	-\$3,491,509.96
Net Change	<u>\$1,163,923.40</u>

Appropriations	Prior Month Balance	Use of Fund	
		Balance	Current Balance
3006 Library Construction	\$140,669.29	\$0.00	\$140,669.29
3000/3002 Automation App Fund	\$20.00	\$0.00	\$20.00
32000 Unappropriated Funds/Unrestricted Net Assets	\$1,381,303.05	\$0.00	\$1,381,303.05
Fund Changes	\$1,521,992.34	\$0.00	\$1,521,992.34

**Clifton Park-Halfmoon Public Library
Treasurer's Report September 2020**

Percentage of Year: 75%

Net Fixed Assets				
	12/31/19	12/31/2018	\$ Change	% Change
LAND	593,860.00	\$ 593,860.00	0.00	
LAND IMPROVEMENTS	21,125.00	\$ 6,386.00	-14,739.00	30%
COMPUTER EQUIP	2,242.00	\$ 3,362.00	1,120.00	150%
EQUIPMENT	10,914.00	\$ 5,671.00	-5,243.00	52%
BUILDING	8,666,783.00	\$ 8,921,831.00	255,048.00	103%
TOTALS	9,294,924.00	\$ 9,531,110.00	236,186.00	103%

Reconciliation	
Prior Month Fund Balance	\$1,521,992.34
+ Net change revenues - expenses	\$1,163,923.40
Subtotal	\$2,685,915.74
- Total Cash	-\$2,906,812.26
Accounts Payable	\$44,372.86
Accounts Receivable	\$0.00
Prepaid Expense	\$0.00
Accrued Payroll	\$0.00
Undeposited Funds	\$0.00
Deferred Revenue	\$0.00
Sunshine Fund	\$195.66
24000 Payroll Liab	\$468.00
Accrued Retirement	\$175,860.00
Credit Cards	\$0.00
Fixed Assets	\$0.00
Balance	\$0.00



Policy #7.2 Budget development Review and Adjustment, requires a mid-year review of the budget. The 2020 budget year had been unpredictable due to the extended closure and unexpected expenses.

Budget Review and Adjustments Responsibilities

- The Director shall advise the chairperson of the Finance Committee whenever there is a needed change in one or more budgetary line items of \$5000 or more.
- The Finance Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.

Receipts:

Towns / Tax Receipts

- 4010 and 4020 Tax levy received from both towns in February.
- 4040 LLSA will likely be reduced by 22.6%
- 4030 Bullet aid was not received in 2019, and likely will not be received in 2020.

Grants

- 4150 The DFY Municipal grant was for 2019 but the check was received in 2020.
- 4170f Construction Space grant was received from SALS for the Space Planning project.

Interest

- 4330 Bank interest income is down significantly due to the very low rates.

Other Income

- 4410 Fine income will be significantly under budget due to the closure and no fines being charged.

Disbursements:

Personnel

- 7010 Salaries – slightly under budget as currently not paying for sub shifts and also had one retirement that has not been replaced yet.
- 7013 Contracted Services – programming by Diane Payette will not be occurring in 2020.
- 7400 Benefits – Retirement – Estimated invoice has been received in the amount of \$242,565. Final invoice will be received in November (due in December).

Library Materials



-
- 6010 Book expenditures are somewhat low, but as orders arrive will catch up. Some funds are being moved to digital resources.
 - 6050 Digital Resources – due to the closure, additional funds were directed to digital resources for ebooks, audiobooks and streaming services.

Facility & Equipment

- 6140 Facility Insurance – premium increase.
- 6150 repairs costs due to COVID Plexiglas installation.
- 61000 Other Facility & Equipment – purchase of benches for Shade Garden

Operations

- 6200 Programs – likely will be somewhat underspent due to pandemic.
- 6530 Office & Library Supplies – over budget due to COVID related purchases.
- 6556 Travel & Continuing Ed – likely to be somewhat under budget, but there will be additional expenses for the NYLA conference that will be held virtually.
- 6576 Security – under budget due to closure.

Prepared by: Alex Gutelius
Library Director



Please note: in the interest of time, there will not be verbal reports from the Directors at the October 24th meeting, but all trustee questions will be answered.

CONNECT AND COLLABORATE

Partnership with Adirondack Tae Kwondo

Staff members went to Adirondack Tae Kwondo on Route 9 and met with Master Michael Yuhasz to discuss cyberbullying. A short video was filmed and posted to Facebook, of Melinda Taormina having a conversation with Master Yuhasz about cyberbullying and library resources. Master Yuhasz also came to the library and made a quick video of our book display on the topic, and posted it to his Facebook page.

Facebook Live

The PR Department is filming Facebook Live Story Times for the Youth Services Department. Viewers have been engaged with comments during the live broadcasts.

Social Media

- The top performing Facebook post (based on reach) was the Sunday Funday Book Lovers Quiz posted on Sunday October 11. People were asked to post the book they're currently reading and then "like" the books others listed that they had also read.
- The top three most viewed YouTube videos were:
 1. Understanding Your DNA
 2. Create a Meme in Scratch
 3. A Look Back at School in 1920
- Our top Instagram post was staff and trustees celebrating banned books – thank you Mat!

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Library Reopening

A proposal for hours and services through the end of 2021 has been provided to the Ad Hoc Committee and is attached to the September 29th update of the Library Services Reopening Plan (item 8A under Ad Hoc Reopening Committee).



Hotspots and Chromebooks

We are developing a plan to loan hotspots and Chromebooks for patrons to borrow and take home. The plan is to introduce 10 hotspots and 10 Chromebooks. The Library Foundation is planning a fundraising event that will help support the cost of the hotspots. There are also funds in the automation line to support this project. The FOL will be allocating a \$2,000 Stewarts Grant for the purchase of the Chromebooks.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

Circulation Statistics

Circulation of physical materials increased by 6% from August to September. Use of children's materials contributed significantly to the increase with an 16% increase in the number of juvenile fiction items borrowed and a 24% increase in the use of juvenile non-fiction. Adult material use remains steady.

Digital Learning Day Grant

In early 2020, we applied for and were awarded a \$700 Digital Learning Day Grant. Mary Carrier has been offering virtual classes using the Applied Digital Skills curriculum including:

- Create Your Own Adventure Story via Zoom for 4th-6th graders
- Organizing & Using Google Drive via Zoom for adults/teens
- Create Your Own Comic Strip in Drawings via YouTube for all ages
- Create a Budget in Google Sheets via Zoom for adults/teens.

Feedback on the classes has been positive, and Mary will continue to use the Applied Digital Skills curriculum in virtual classes, self-paced learning, and in-person classes as soon as these services are restored in our community.

Reference Services

Reference desk work is quite steady. There are always two staff members on the first floor and one in the Children's Library.

Ten computers for the public are now available – currently one hour per patron per day. There has not been a large demand for the computers as of yet.

After the storm on October 7th, many residents had no power or internet for several days. Staff set up a network of extension cords for patrons to use at the outside picnic tables. That weekend I received the following email from a patron:



I just wanted to say thanks to the Clifton Park - Halfmoon Library for making WiFi available outside the building, and for the tables/extension cords placed near the employee parking area.

I live in nearby Clifton Knolls, on a street that often loses power -- such as Wednesday/Thursday/Friday last week. When my power and internet are out (which seems to happen a few times a year), the library is a fallback place where I can do my usual work-from-home routine.

In losing power during covid, though, that became a challenge. As a library card-holder, I was able to use your public computers for an hour on Thursday and Friday mornings to do some of my work, then accessed the WiFi available in your parking lot to work from my car on Thursday afternoon.

When my laptop battery started to run low on Thursday, I discovered the tables/extension cords on the library's side lawn, which allowed me to continue to work.

I had earlier emailed my editor to indicate I might have a problem meeting my Thursday deadline if my battery died, then rejoiced and updated him when I found the accommodations outdoors.

His response: "Dang, that's a thoughtful library!"

Yes, indeed. Thanks for meeting my needs.

DEVELOP PEOPLE AND THE ORGANIZATION

Congressional Award Program.

A long term volunteer, Susanna Price, has recently completed her 400 hours of volunteer service to earn her gold medal with the Congressional Award Program. She is the only volunteer that has performed actual paging duties.

Susanna started volunteering for CPH in June 2017 and has performed 230 hours of volunteer service for us! Due to our closure, she had to complete her hours working at home making masks for other organizations, but the bulk of her work was done here at the Library.



Budget Vote and Trustee Election Costs

The total cost of the Budget Vote and Trustee Election for 2020 was \$7,667, representing a cost of \$11.72 per vote. The costs are broken down as follows:

Budget mailer printing	\$2,783
Budget mailer postage	\$2,478
Legal notices	\$47
Ballots	\$445
Election workers	\$1,914

403(b) Audit

In early June 2020, we were notified by the IRS that our 403(b) Plan was being audited. We requested an extension and replied to the audit by July 1, 2020. We received notification on August 3, 2020 outlining several outstanding issues. The IRS required proof of:

- The date the 403(b) was first adopted by the Library
- When the Plan Document was restated
- Evidence of availability to staff

We sent back what we thought was the 403(b) adoption, along with the applicable pages of the Employee Handbook outlining the availability of the 403(b). We discovered that we had not restated our Plan Document as required, and immediately began inquiring as to how this could be accomplished.

We heard back from the IRS on September 28, 2020 that we had sent adoption for the NYS 457b plan (not the 403b). After an extensive search of previous Board minutes and a helpful email from former Business Manager, Betty Treffiletti, we have found documents from March 1, 1983 authorizing benefits to Library employees which included the 403b starting on April 1, 1983.

Our last outstanding issue is restating our Plan Document. On advice of a lawyer, we contacted several companies specializing in 403b Third Party Administration (TPA). We have decided to use OMNI 403b. They will restate our Plan Document and be our TPA. Coincidentally they are the TPA for the Shenendehowa School district and Lisa reached out to Shen, who reported they were very happy with OMNI.

The IRS requires documented proof that the Plan Document from 2009 was approved. After an extensive search we were unable to locate documented proof, therefore the Board will need to ratify the action retroactively. This has been placed on the October 24 agenda under New Business.



2021 Closed Dates

The list of closed dates for 2021 has been included for your information. These dates are based on Policy #3.4 Hours Open and Holiday Schedule, and therefore don't need Board approval.

2021 Meeting Dates

The proposed meeting dates are included for your information and review. The meeting dates will be formally approved at the January 2021 Organizational Meeting.

A few items of note:

- The proposed May meeting is the 24th. Historically SALS holds its Annual Meeting the third Monday in May (17), although this is not yet posted on their website.
- Yom Kippur takes place in 2021 from September 15 through 16. September 16 would be the normal budget vote and trustee election. Because of the religious observation, September 23rd is proposed.
- The December 2021 meeting would typically be the 20th, but the Board may want to meet on the 13th to avoid holiday conflicts.

Prepared by: Alex Gutelius
Library Director



January 6, 2021 (Monday)

(Organizational Meeting – must be held within 7 days of January 1)

January 25, 2021

(Jan 18 – MLK)

February 22, 2021

(Feb 15– President’s Day)

March 15, 2021

April 19, 2021

May 24, 2021

(May 17 – typically SALS Annual Meeting)

June 21, 2021

July 19, 2021

August 16, 2021

(Joint Meeting with FOL)

September 23, 2021*

(Library Budget Vote and Trustee Election)

September 20, 2021

October 23, 2021 (Saturday)

(Board Meeting & Retreat)

November 15, 2021

December 13 or 20, 2021

January 3, 2022 (Monday)

(2022 Organizational Meeting)

**Yom Kippur takes place from sundown September 15 through sundown September 16, 2021.*



Friday	January 1, 2021	New Year's Day
Monday	February 15, 2021	President's Day
Sunday	April 4, 2021	Easter Sunday
Monday	May 31, 2021	Memorial Day
Sunday	July 4, 2021	Independence Day
Monday	September 6, 2021	Labor Day
Thursday	November 11, 2021	Veteran's Day
Thursday	November 25, 2021	Thanksgiving
Friday	December 24, 2021	Christmas Eve
Saturday	December 25, 2021	Christmas

The Library will close at 5pm on Thanksgiving Eve and New Year's Eve.

The Library is open on Martin Luther King Jr. Day - January 18 and Columbus Day - October 11



The Library Reopening Services Plan, Library Reopening Safety Plan and Return to Work Staff Manual have been updated. A summary of the changes in each document is listed below.

Library Reopening Safety Plan

- Changed the frequency of updates from “a minimum of every two weeks” to “periodically”
- Changed staffing level limits
- Clarified that will be using regular book drops
- Removed the detailed return to work information and refer to the DOH Interim Guidance for Public and Private Employees returning to work

Library Services Plan Update

- Updated to reflect some actual changes and to make the wording more consistent with the Safety Plan
- Changes are noted in the comments

Note: There is an additional two-page document that outlines the plans for hours and services through January 2021.

Return to Work Staff Manual

- Noted the dates that we began different stages on page 3
- Specified that screening questionnaire must be completed *prior* to starting shift
- Removed the details of what happens if a suspected case and refer to DOH guidance.
- Provided more detail about when face coverings must be worn.
- Removed the cleaning details and refer to the Safety Plan where the instructions are listed.
- Added in progressive discipline information from Employee Handbook

The following guidelines were original approved by the Clifton Park-Halfmoon Public Library Board of Trustees on May 18, 2020 and will be reviewed and revised as updated information is received.

Reopening the Library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

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:

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- 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 that follow the CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of Plexiglas shields at all public service desks.
- Building will have been cleaned and disinfected by contract cleaners.
- Physical changes in building for social distancing will be completed including removal of chairs at desks and tables and rearranging the Board Room for materials return.
- The very real concern that there may be a “second wave” which may require an additional closure of the physical building.

Staff Admission to the Library

When allowed back in the building, staff must follow the Library Reopening Safety Plan and COVID-19 Return to Work Staff Manual guidance including but not limited to:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols.

Public Admission to the Library

- Members of the public must, until further notice, wear at least a protective face covering or cloth covering that covers the nose and mouth.
- Members of the public who do not have a protective face covering will not be allowed into the building. The Library will not provide face coverings to the public.
- Social distancing protocols must be followed. ADA accommodation requests will be addressed on a case-by-case basis.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library and possibly incur a suspension of library privileges.
- The number of people in the building will be limited and monitored, and patrons may be asked to wait to be admitted.

Note – the timing of the Stages is subject to adjustment depending on circumstances and public response and need.

STAGE 1: STAFF RETURN TO THE BUILDING	Page 3
STAGE 2: STAFF IN BUILDING; NO PUBLIC	Page 4
STAGE 3: OPENING BUILDING TO PUBLIC; LIMITED ACCESS/HOURS	Page 5
STAGE 3 - EXPANDED ACCESS	Page 7
STAGE 4: OPENING BUILDING TO PUBLIC; LIMITED HOURS	Page 9
STAGE 5: REGULAR HOURS	Page 11
STAGE 6: LIMITED PROGRAMMING	Page 13
STAGE 7: FULL OPERATION	Page 15

STAGE 1: STAFF RETURN TO THE BUILDING
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation

- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public; no hours open to the public

Number of Public in Building

- 0/sq foot

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials.

Materials/Returns

- Returns only
- Patrons may return library materials during specific hours. (M,W,F, 11am – 3pm; T,Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Materials will be quarantined for 96 hours before being checked in.

Services

- Digital only; telephone and email reference and circulation services

Programs

- Zoom, YouTube

STAGE 2: STAFF IN BUILDING; NO PUBLIC
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation

- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Library facility will remain closed to the public
- Curbside pickup only by appointment (M,W,F 11 am – 3pm ; T, Th 3pm – 7pm)

Number of Public in Building

- 0/sq foot

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Materials / Returns

- Patrons may return library materials during specific hours. (M,W,F 11am – 3pm; T, Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours (M,W,F 11am – 3pm; T, Th 3pm – 7pm)

Services

- Digital only; telephone and email reference and circulation services
-

Programs

- Zoom, YouTube

STAGE 3: OPENING OF LIBRARY BUILDING TO PUBLIC WITH LIMITED ACCESS ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 25 patrons - restricted to reading room area.
- Public will be allowed into the building to order and pick up materials, but not allowed to browse the shelves or loiter
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.



Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use

Programs

- Zoom, YouTube

STAGE 3 - EXPANDED: OPENING OF LIBRARY BUILDING TO PUBLIC WITH LIMITED ACCESS

ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Saturday noon – 3pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 50 patrons
- Public will be allowed into the building to order and pick up materials and browse the first floor only.
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.



Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- No computer access

Programs

- Zoom, YouTube

STAGE 4: OPENING OF THE LIBRARY BUILDING TO PUBLIC
ESTIMATED LENGTH: 4-8 WEEKS

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Monday, Wednesday, Friday 9am – 5pm
- Tuesday, Thursday 11am – 7pm
- Saturday 11am – 3pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 75-100 patrons; limit of 25 in Children's Library
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours in recycling bins; when the book drops reopen, returns may be made 24/7



- The Piracci Board room will be used to quarantine and process returned materials.
- Curbside pickup service available.

Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed) beginning October 5.
- Study tables will be available for single use only (effective date TBD)
- Half of the study carrels will be available
- No toys, iPads or computers in Children's Library

Programs

- Zoom, YouTube

STAGE 5: REGULAR HOURS
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
 - Processing new materials that have been delivered; curbside delivery
 - Rearranging furniture in building to accommodate social distancing
 - Shifting of collections

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- TBD
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD



Services

- All service desks operational
- Check out at Circulation Desk
- telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed)
- Study tables will be available for single use only
- Half of the study carrels will be available

Programs

- Zoom, YouTube

STAGE 6: LIMITED PROGRAMMING
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation

- Regular hours
- Work from home where possible

Staff in Building

- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks

Public Hours of Operation

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff

- Face coverings must be worn when not able to social distance.
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services

- All services
- Limited toys or multi-touch items



Meeting/Study Rooms

- Limited to groups of not more than 10 in meeting rooms
- Study rooms limited to 1 person

Programs

- Zoom, YouTube
- Library programming begins on a limited basis with hard caps for attendance (beginning no earlier than September).

STAGE 7: FULL OPERATION

Full operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume “normal” activities. At such a time, the Library will resume its regular, pre-COVID-19 hours and work schedule.

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 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 clean and disinfect 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.

Introduction

We are working on updates to the **Library Reopening Services Plan** reflecting our recommendation for the remainder of 2020 and into early 2021. Information has been included below to support our rationale. If the Pandemic Ad Hoc Committee is in agreement with the proposal, the updated plan will be shared with the full Board at the October 24 meeting for approval.

Current Hours and Services

The Library is currently open 44 hours per week as follows:

Monday, Wednesday, Friday	9am – 5pm
Tuesday, Thursday	11am – 7pm
Saturday	11am – 3pm

The chart below shows the progression of hours and services since June, and our tentative plans for changes through January 2021. We have adopted a cautious approach to increasing services and hours for several reasons:

- Most other libraries of a comparable size are not offering the number of hours or services that we are providing. We are reluctant to be a leader at this time.
- We have some staffing challenges due to resignations and several COVID related leaves of absence that make it difficult to increase public service hours. New employees are being hired and trained in order to increase hours in January.
- We are not turning patrons away, and we are not seeing a significant increase in foot traffic; this may be due to the lack of seating, but generally patrons are happy with the services they are receiving.
- Historically, use of library services declines in November and December due to the holidays.

CPH Hours and Services

Date	Stage	Public Service Hours	Services
June 15	1	11am – 3pm M,W,F 3pm – 7pm T,Th (phone calls only)	Began taking returns
June 22	2	11am – 3pm M,W,F 3pm – 7pm T,Th	Curbside; outreach
July 6	3	9am – 3pm M,W,F 1pm – 7pm T, Th • 33 hrs per week	Limited in library
July 20	3E	9am – 3pm M,W,F 1pm – 7pm T, Th 33 hrs per week	Full first floor browsing
September 8	4	9am – 5pm M,W,F 11am – 7pm T, Th Sat – 11am – 3pm	Browsing in Children's Library; 15 minute print stations;



Library Reopening Services Update - October 2020

		<ul style="list-style-type: none"> 44 hrs per week 	magazines (9/22); regular book drops opened (9/21)
October 5	4	9am - 5pm M,W,F 11am - 7pm T, Th Sat - 11am - 3pm 44 hrs per week	10 public computers (limit to 1 hour)
November 2	4	9am - 5pm M,W,F 11am - 7pm T, Th Sat - 11am - 3pm <ul style="list-style-type: none"> 44 hrs per week 	Study carrels; newspapers; public computer use increased to 2 hours
December 7	4	9am - 5pm M,W,F 11am - 7pm T, Th Sat - 11am - 3pm <ul style="list-style-type: none"> 44 hrs per week 	Additional study tables and reading chairs
January 4	4	54 hours per week	Limited in-person programming in spring

A chart is attached at the end of this report noting current (as of October 15) hours and services at comparable libraries in the Capital District.

Recommendation

It is recommended that the Pandemic Ad Hoc Committee approve these plans, with the understanding that if circumstances change, such as an increased infection rate, that the plan will then change accordingly. This update will allow supervisors to plan their schedule and also for employees to know what hours the library will be open for the next several months.

Notes:

A separate proposal is being developed to address the *employee compensation* section of the **Pandemic Response Procedures** addendum to the **Disaster Plan** (approved March 19, 2020).

We are also working on incorporating into **the Library Reopening Service Plan**, the requirements of the new state law that requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. We hope to have that completed for the November or December Board meeting. New York State is requiring the plans to be completed by April 1, 2021.

The Library Reopening Safety Plan is based on guidance provided by New York State, and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated periodically.

The Ad Hoc Reopening Committee will be advised of any updates and the updates will be presented for formal approval at the next regularly scheduled Board Meeting.

PEOPLE

Workplace Activity

- During Stages 1 and 2 of the Library Reopening Services Plan, staffing levels will be limited to only those employees who are necessary for the services being offered.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to those employees required to support library services to the public.
- Other employees will continue to work from home.

Physical Distancing

- During Phase II (Stages 3 & 4 of the Library Reopening Services Plan), each area of the library will be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, employees must wear a face covering that covers both their mouth and noseⁱ. Employees must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in common staff areas.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room, supply room in TP).
- Employees must wear a face coveringⁱ when walking through the building in any area.
- Employees must wear a face coveringⁱ when working at a service desk.
- Employees must wear a face coveringⁱ when working in the circulation workroom unless they are seated at their own desk.
- Employees must wear a face covering when working in the Piracci Board Room.
- Employees must be prepared to put on a face coveringⁱ if another person unexpectedly comes within six feet.
- Seating in the break room will be limited to ensure social distancing.
- Patrons will be required to wear a face covering when in the Library building. Patrons shall not be permitted to enter the library without a face coveringⁱ, if medically able to tolerate one, and are over the age of two.

ADA Accommodations

- Employees will not request medical or other documentation from a patron who declines to wear a face coveringⁱ and will provide alternate methods service including but not limited to:
 - Curbside pickup of library materials
 - Telephone reference and reader's advisory service
 - Technical support via email or telephone
- Patrons needing disability accommodations while the Library is operating under conditions to reduce the transmission of COVID-19, should call Alex Gutelius, Library Director at 518-348-7512 or write to cphdirector@sals.edu or Alex Gutelius 475 Moe Road, Clifton Park, NY 12065.

Meetings/Trainings

- Staff and department meetings will be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear face coverings.

Signage and Social Distancing Markers – Staff Areas

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape will be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room)
- Only one person at a time will be allowed in the elevators

Signage and Social Distancing Markers – Public Areas

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- In the early stages of the Services Reopening Plan, library materials return bins will be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons. Once the majority of the back log of materials are returned, the regular library book drops will be utilized. Returned materials will continue to be quarantined in the recycling bins for 96 hours.
- Patrons will be reminded to wear face coveringsⁱ when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4). Elevator occupancy will be limited to one person or one family group at a time.
- Social distancing markers and stanchions will be used to guide patrons when lining up at a service desk.

- Signage and floor markings will be used to encourage one directional traffic in and out of the library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.
- Signage will be posted inside and outside of the Library, consistent with DOH COVID-19 guidance, reminding employees and patrons to:
 - Cover nose and mouth with a mask or cloth face covering.
 - Properly store, and when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19 to supervisor.
- Follow hand hygiene and cleaning guidelines.
- Information will be posted informing patrons how to request ADA accommodations.

PLACES

Protective Equipment

- Reusable face coverings will be provided to employees for their use. Face coverings will be [worn properly](#), and discarded or washed properly. Employees are responsible for [washing their own face coverings](#). Employees may also wear face coverings of their own including homemade cloth face coverings as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when cleaning or handling materials, or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people will be required to wear a face covering when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons will be required to wear a cloth face coveringⁱ when entering the library building and the face covering must remain in place at all times while in the building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields will be installed between the public computer workstations.
- Plexiglas shields will be installed at all staff workstations including the Circulation Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

Services

- Vending machines will be disabled through at least Stage 4.
- Water fountains will be disabled through at least Stage 4.

Hygiene and Cleaning

- Cleaning logs will be maintained, documenting the date, time and scope of cleaning.
- The cleaning logs will be periodically reviewed by the area supervisor .
- The cleaning logs will be kept in the following locations:
 - Circulation workroom bulletin board
 - Piracci room at sink
 - ASK desk between workstations
 - YS desk between workstations
 - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or face coverings.

Shared Workstations

- Shared workstations at the circulation and reference desks will be cleaned between after each shift.
- Items to be cleaned include but not limited to:
 - keyboard
 - plastic edge of monitor
 - mouse
 - phone
 - desensitizer
 - case un-locker
 - receipt printer
 - counter area

Circulation Workroom

- Frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
 - Printers
 - Copiers
 - Bathroom door handles
 - Push bars for the exit doors

Book Carts

- Staff will wipe down the handles of book carts after moving the cart

Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).
- Employees are responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
 - keyboard
 - plastic edge of monitor
 - mouse
 - phone
 - receipt printer
 - counter area

Library Materials

- When library materials are returned, they will be quarantined for a minimum of 96 hours before being checked in and reshelved.
- Employees will wear gloves when handling returned materials.
- Sanitizing wipes will not be used unless materials are dirty.

Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets and paper towel dispensers in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff. Nanoseptic will be applied to door handles, push bars and elevator buttons.

- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.
- Handles on the baskets and carts used by patrons will be wiped down at least once a day.

Common Staff Areas

- Employees using the break room must wipe down surfaces after using them including but not limited to:
 - Fridge door handle
 - Microwave
 - Faucets
 - Kettle handle
 - Coffee machine buttons
 - Water cooler buttons
 - Counters
 - Lunch table

Communication

- Information updates will be provided to employees via the Intranet, email, signage and during staff meetings.
- Information updates for patrons will be posted on the Library's website and via social media
- Employees will be given scripts to help when providing patrons with instructions regarding the mandatory use of face coverings while in the building.
- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. Contractors and service providers must follow the procedures outlined in the addendum on page 9.
- The employee health screening log and on site attendance logs will provide a list of employees who are working on site by date. These log will be maintained by the Business Office.
- The Library will not keep a log of patrons who enter the library.
- If an employee tests positive for COVID-19, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

PROCESSES

Screening and Testing

- Prior to beginning an on-site shift, a mandatory health screening is required for employees on the days they are working at the library.
- Employees will be required to complete a questionnaire that determines if the employee has:
 - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
 - tested positive for COVID-19 in the past 14 days or
 - has experienced any symptoms of COVID-19 in the past 14 days
 - according to [CDC guidance](#) the term symptomatic includes employees who have the following symptoms or combination of symptoms: 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.
 - Traveled within the last 14 days internationally or traveled to any of the states of the [DOH Travel Advisory list](#).
 - A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.
- The Library will follow the DOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- The screening logs will be reviewed regularly to ensure employees are adhering to the screening requirements. Supervisors will periodically review the logs for their own department/staff members.

Tracing and Tracking

- The Library Director or Business Manager will notify the Saratoga County Department of Health and DOH upon being informed of any positive COVID-19 test result by an employee.
- Library administration will cooperate with the local health department to trace all contacts in the library and will notify the health department of all employees or vendors who entered the library dating back to 48 hours before the employee began

experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintaining confidentiality as required by law.

- Supervisors will notify employees that they may have been exposed to COVID-19. Employees will follow the protocols outlined above under Screening and Testing.

Cleaning and Disinfecting

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building may close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.

The Safety Team will be responsible for continuous compliance with all aspects of the site safety plan. Please contact Alex Gutelius cphdirector@sals.edu or 518-348-7512 with questions or concerns.

Contractor/Service Provider Protocol Addendum

- Meeting with Contractors or service providers should take place virtually as often as possible, to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before enter the library.
- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES response to the screening checklist, visitation or contractor work is forbidden.
- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
 - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
 - Practice social distancing at all time.
 - Wear a face covering.
 - Practice expected hygiene regarding washing hands

Personal Protective Equipment/Supplies Inventory Addendum

In order to open the Library, and adequate supply of the materials listed below must be confirmed

Item	Specifications	Recommended Quantity
Face coverings (disposable)	Disposable face coverings for emergency use by patrons/vendors	200
Face coverings (washable)	Washable cloth face coverings / 3 per employee	3 per employee (approx. 360)
Gloves	Nitrile and vinyl	Min. 30 day supply
Face shields	Protective face shields	available on request; 30 shield supply
Infrared thermometer	Medical infrared thermometer for screening staff	2
Disinfectant spray/wipes	EPA-approved disinfectant	Min. 30 day supply
Spray bottles	Plastic spray containers for disinfectant	30 bottles
Hand sanitizer	Sanitizer with alcohol 60%	Min. 30 day supply
Hand soap	Hand soap for patrons and staff	Min. 30 day supply
Paper towels	Paper towels	Min. 30 day supply
Sneeze guards	Plexiglas shields	Installed at each service desk (when public allowed back in building)

ⁱ Masks or face coverings must be worn properly, with both the mouth and nose covered.



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~~Additional documents: Family First CARES Act Employee Rights- NY State COVID-19 Paid Sick Leave; NY State Obtaining an Order for Mandatory or Precautionary Quarantine.~~

Introduction

At the Clifton Park-Halfmoon Public Library it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by NY State and Federal governmental guidelines when possible as we strive to balance public health concerns with the needs of operating the library. This return to work manual, along with the [Library Reopening Service Plan](#) and the [Library Reopening Safety Plan](#), details how we plan to reopen the Library and still keep all of our employees safe to every extent possible. This manual, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of supervisors and employees, and outlines the steps the Library is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute these protocols daily. This Return to Work Staff Manual, the [Library Reopening Service Plan](#), and [Library Reopening Safety Plan](#) are designed to highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to work.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their supervisor, Lisa Oddo or Alex Gutelius, as necessary. There are also documents at the end of this manual that pertain to paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act, New York State COVID-19 Paid Sick Leave and New York State Department of Health guidelines for obtaining an order for mandatory or precautionary quarantine.



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Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. The Library’s Reopening Service Plan provides for a staged approach to resuming service and bringing staff back to work in the library building. The Library will also comply with the phases in the NY Forward plan. The chart below is a tentative schedule of when staff will be able to be back working in the Library building.

Library Reopening Service Plan Stages	Tentative Date	Staffing Levels
Stage 1 – Staff return to building	June 15, 2020	<ul style="list-style-type: none"> Limited staff members in the building to set up for taking returns and contactless checkout Majority of staff continue to work from home
Stage 2 – Staff return to building; no public	June 22, 2020	<ul style="list-style-type: none"> Limited staff members in the building to take returns and provide curbside pickup Majority of staff continue to work from home
Stage 3 – Building open to public; limited access and hours	July 6, 2020 TBD	<ul style="list-style-type: none"> No more than 50% of staff in building to provide in person service Staff continue to work from home when possible
Stage 4 – Building open to public; limited hours; limited seating	September 8, 2020 TBD	<ul style="list-style-type: none"> Staff continue to work from home when possible
Stage 5 – Regular hours; limited services	TBD	<ul style="list-style-type: none"> Regular schedules
Stage 6 – Regular hours ; limited programming	TBD	<ul style="list-style-type: none"> Regular schedules

Commented [GA1]: Added specific dates



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Stage 7 – Full operation	TBD	• Regular schedules
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It is important to note that the length of each stage is tentative and subject to change based on state and local guidance and the pandemic. Should an employee test positive for COVID-19 after the library reopens, the plan may change in an effort to protect our employees and patrons. In addition, if cases of COVID-19 spike again, we may need to close the Library again.

Workplace Protocols to Follow When Returning to Work

The Library has implemented workplace protocols designed to preserve the health and safety of our employees as the return to work. This section further explains these protocols. For additional information, please contact your supervisor, Lisa Oddo or Alex Gutelius.

Employee Screening, Exposure and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

The Equal Employment Opportunity Commission (EEOC) permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a non-discriminatory basis, and all information gleaned will be treated as confidential medical information – specifically, the identity of employees exhibiting a fever or other COVID-19 symptoms should only be shared with members of Library management with a true need to know.

Library employees will be asked to confirm the status of their health as a part of working onsite at the Library. The screening results will be tracked separately from any personnel records and will be kept confidential. This protocol will be in place until further notice.



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~~Prior to beginning their onsite shift, employees will be required to complete a~~ questionnaire that determines if the employee has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19
- tested positive for COVID-19 in the past 14 days or who has or had symptoms of COVID-19
- has experienced any symptoms of COVID-19 in the past 14 days
 - according to CDC guidance the term symptomatic includes employees who have the following symptoms or combination of symptoms: 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.
- A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).

Commented [GA2]: Specified questionnaire to be completed before shift

- ~~Employees who screens~~ positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.

- The Library will follow the DOH's "Interim Guidance for public and private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work after suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

~~If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.~~

- ~~If an employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine.~~
 - ~~If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their supervisor and follow the above protocol for a positive case.~~
- ~~If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and adhere to the following practices prior to and during their work shift, which should be documented by the employee's supervisor:~~



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- ~~Regular monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor.~~
- ~~Wear a mask: the employee should wear a face mask at all times while in the workplace for 14 days after last exposure.~~
- ~~Social distance: employee should continue social distancing practices, including maintaining, at least, six feet distance from others.~~
- ~~Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas and shared workstations.~~

Commented [GA3]: Removed details and refer to DOH guidance

Cleaning and Disinfecting

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building ~~may~~will close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.

Reporting Transparency Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their supervisor as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, the Library will notify impacted employees if there is a confirmed case of COVID-19 in the workplace.

Social Distancing Protocol

Employees should follow social distancing best practices while at the Library.

- Employees will maintain a 6 ft. distance from each other whenever possible.
- ~~Where physical distancing is impossible, employees must wear a face mask face covering that covers both their mouth and nose. Employees must wear~~
- ~~Employees must wear a face covering when in any public area of the library, when working at a public service desk, and when moving through or working in staff areas.~~

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~~when walking through the building in any area (public or staff).~~

- ~~Tightly confined space will be occupied by only one employee at a time (e.g. network room)~~
- ~~Employees must wear face covering masks when working in the circulation workroom and Piracci Board Room, unless they are seated at their own desk.~~
- Employees must wear a face covering when working in the Piracci Board Room
- Employees must be prepared to put on a face covering if another person unexpectedly comes within six feet.
- Seating in the break room will be limited to ensure social distancing.

Commented [GA4]: Provided more detail about when face coverings must be worn – consistent with safety and services plans

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Employee Health and Safety Protocols

The success of our return to work plan relies on how well our employees follow social distancing and health and safety protocols. ~~The Library Reopening Safety Plan has been developed As such, the following protocols have been implemented~~ to ensure your health and safety. The Library Reopening Safety Plan should be reviewed carefully as it includes details on hygiene and cleaning in public and staff areas of the library. Please bring any concerns regarding these protocols to your supervisor immediately.

Hygiene and Cleaning

- ~~Cleaning logs will be maintained documenting the date, time and scope of cleaning.~~
- ~~The cleaning logs will be checked by the area supervisor at the end of each shift~~
- ~~The cleaning logs will be kept in the following locations:~~
 - ~~Circulation workroom bulletin board~~
 - ~~Piracci room at sink~~
 - ~~ASK desk between workstations~~
 - ~~YS desk between workstations~~
 - ~~Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).~~
- ~~Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.~~
- ~~Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or masks.~~

Shared Workstations

- ~~Shared workstations at the circulation and reference desks will be cleaned before and after each shift.~~
- ~~Items to be cleaned include but not limited to:~~



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- keyboard
- plastic edge of monitor
- mouse
- phone
- desensitizer
- case unlocker
- receipt printer
- counter area

Circulation Workroom

- frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
 - Printers
 - Copiers
 - Bathroom door handles
 - Push bars for the exit doors

Book Carts

- Staff will wipe down the handles of book carts before and after moving the cart

Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up)
- Staff with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
 - Keyboard and mouse
 - plastic edge of monitor
 - phone
 - receipt printer
 - counter area

Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets in the public restrooms are touch free. The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using product identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
 - Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.

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Common Staff Areas

- Staff members using the break room must wipe down surfaces after using them including but not limited to:
 - Fridge door handle
 - Microwave
 - Faucets
 - Kettle handle
 - Coffee machine buttons
 - Water cooler buttons
 - Counters
 - Lunch table
 - Lockers

Commented [GA5]: Deleted the cleaning details and referenced the Safety Plan where the cleaning instructions are provided; don't have to change this when update the cleaning instructions in Safety Plan

Personal Belongings

Staff members without their own personal workstation are encouraged to leave their personal belongings in the lockers near the staff entrance to the library. Not all the lockers have keys, so please think carefully about what items you will leave in the lockers. If you use a locker for your belongings, please wipe down frequently touched surfaced before and after using the locker. A coat rack has been provided for outer items when the weather is cold or inclement.

Employee Mental Health Considerations

The Library understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure the library is safe for employees to return to work and are ready to discuss personal situations. Employees with concerns regarding their mental health should request additional resources from their supervisor, Lisa Oddo or Alex Gutelius.

Disciplinary Procedures

Employees are required to follow the protocols outlined in this document. If employees are not complying with the protocols, the progressive discipline procedures from the Employee Handbook will be followed.

The Library uses meetings and discussions with employees to resolve problems with an employee's job performance. Supervisors must document problems in a letter of counseling to an employee following a work performance meeting. If there is inadequate improvement in job performance, or an employee has violated Library policies or the terms and conditions of employment, then disciplinary action may be a necessary recourse.

The disciplinary process can result in any or all of the following actions, depending on the nature of the problem or previous disciplinary actions taken in regard to the problem:

- verbal warning
- written warning
- suspension with pay or without pay for up to two months
- demotion in grade or title
- termination of employment

Any of the above disciplinary actions preceding termination will be documented and put into the employee's personnel file.

Conclusion

The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this Return to Work Plan, the Library Reopening Safety Plan, and Library Reopening Service Plan, we are prioritizing the health of our employees as we consider reopening the Library doors.

Commented [GA6]: Added the progressive discipline section

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CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

COVID-19 Return to Work Staff Manual Revised May 28~~October 16~~, 2020

We will execute these plans cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs are situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.



COVID-19 Return to Work Staff Manual
Revised ~~May 28~~October 16, 2020

Return to Work Staff Manual Acknowledgement

I am acknowledging that I have read and will comply with the 2020 COVID-19 Return to Work Manual provided to me by the Clifton Park-Halfmoon Public Library. I understand that the contents are for the safety of others and myself. I understand that I am responsible for ensuring that I am responsible for utilizing the most up to date version of the Manual on the Intranet and adhering to the safety protocols.

Employee Name (print)

Employee Signature

Date

Personal Protective Equipment Acknowledgement

I am acknowledging that I have received Library issued PPE (masks) and that it is my responsibility to wear PPE according to the protocols in the Manual. I understand that failing to follow these protocols could lead to corrective actions. I understand I should obtain replacement from by supervisor if the masks are lost, damaged or worn out.

Employee Name (print)



CLIFTON PARK
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Employee Signature

Date

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|--|--|

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 0320



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https://paidfamilyleave.ny.gov/system/files/documents/2020/03/covid_19_sick_leave_employees.pdf



Under legislation signed by Governor Cuomo, New York workers are guaranteed job protection and financial compensation while they are on a **mandatory or precautionary quarantine order** due to COVID-19.

YOU ARE ENTITLED TO THE FOLLOWING PROTECTIONS AND BENEFITS IF YOU ARE SUBJECT TO A MANDATORY OR PRECAUTIONARY QUARANTINE ORDER:

If you work for a business with **10 or fewer** employees and it had a **net income less than \$1 million** last year you are entitled to:

- Guaranteed job protection for the duration of the quarantine order.
- Paid Family Leave (PFL) and Disability Benefits (DB) through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **10 or fewer** employees and it had a **net income greater than \$1 million** last year you are entitled to:

- **At least 5 days of paid sick leave** and guaranteed job protection for the duration of the quarantine order.
- After these paid sick days, you are eligible for PFL and DB through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **11-99** employees you are entitled to:

- **At least 5 days of paid sick leave** and guaranteed job protection for the duration of the quarantine order.
- After these paid sick days, you are eligible for PFL and DB through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **100 or more** employees you are entitled to:

- Guaranteed job protection for the duration of the quarantine order.
- **At least 14 days of paid sick leave.**

If you work for a public employer (no matter the number employees) you are entitled to:

- **At least 14 days of paid sick leave.**

IMPORTANT NOTES:

- If you are quarantined but are able to work from home you do not qualify for these benefits.
- If your business is closed due to COVID-19, your employees may immediately apply for Unemployment Insurance.
- You may be eligible for additional leave under PFL and DB. Please call the hotline for more information.

QUESTIONS:

For more information go to ny.gov/COVIDpaysickleave

Novel Coronavirus (COVID-19) Paid Sick Leave Hotline: **844-337-6303**



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http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDocs/obtain_order_of_quarantine.pdf

OBTAINING AN ORDER For Mandatory or Precautionary Quarantine Under Governor Cuomo's New COVID-19 Paid Sick Leave Law



The law provides guaranteed job protection and paid leave for New York employees who are unable to work while subject to a COVID-19 precautionary or mandatory order of quarantine.

WHAT EMPLOYEES NEED TO DO

To get an order of precautionary or mandatory order of quarantine or Isolation due to COVID-19, you should contact your Local Health Department (LHD). You can search for your LHD on the New York State Department of Health website at health.ny.gov/contact/contact_information. LHDs should provide written orders in a timely manner.

If your LHD is unable to *immediately* provide you with an order:

1. Submit documentation from a licensed medical provider that has treated you, attesting (as described below under "DOCUMENTATION GUIDANCE") that you qualify for the order; AND
2. Follow up with your LHD to obtain the order and submit it to your insurance carrier as soon as it is available. LHDs must provide requested orders within 30 days.

DOCUMENTATION GUIDANCE

The documentation from your licensed medical provider must include:

- If you are subject to Mandatory Isolation, an attestation that you meet one or more of the following criteria:
 1. You have tested positive for COVID-19; OR
 2. Testing is currently unavailable to you, but you are symptomatic and have had contact with a known COVID-19 case.
- If you are subject to Mandatory Quarantine, an attestation that you meet one or more of the following criteria:
 1. You have been in close contact with someone who has tested positive for COVID-19 or is currently in mandatory isolation; OR
 2. You are symptomatic and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.
- If you are subject to a Precautionary Quarantine, an attestation that you meet one or more of the following criteria:
 1. You are asymptomatic and have returned within the past 14 days from a country designated with a level 2, 3 or 4 advisory for COVID-19; OR
 2. You have been determined to have had proximate exposure with someone who has tested positive for COVID-19.

VERIFICATION

Your Paid Family Leave carrier may contact you to verify the information you provide as part of your claim.

DENIALS OF CLAIMS

If you do not follow the steps described above, your carrier may deny your claim for Paid Family Leave.

For more information on the new legislation, visit ny.gov/COVIDpaldsickleave.

WHAT EMPLOYERS NEED TO KNOW

If you send employees home on a precautionary quarantine, they are entitled to job protection, COVID-19 sick leave and/or paid benefits through your Paid Family Leave and disability benefits insurance provider for the duration of their quarantine, provided they follow the process noted above.

For additional information about COVID-19, please visit the New York State Department of Health's coronavirus website at coronavirus.health.ny.gov/home.

DOH-COVID-19-QUIR-ORDER 3-30-20



The Library is self-insured for unemployment insurance, and there is a Fidelity Bond that the Library owns to provide funds should there be a need to pay for unemployment.

The authorized users on this account are the Business Manager and the Director. In order to change the authorized user from Gwen Heekin to Lisa Oddo, and to provide Lisa with online access to the account, the attached resolutions have to be adopted by the Board of Trustees.

6. Resolutions

Certified Copy of Certain Resolutions Adopted by the Governing Body of the Business Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized

RESOLVED:

FIRST: That the individual listed in Section 5 of this form hereby is authorized and empowered, for and on behalf of this Business (herein called the "Business"), to establish, maintain, and act on this account and that the individuals listed in Sections 2 and 3 of this form are, and each of them hereby is, authorized and empowered for and on behalf of this Business, with Fidelity Brokerage Services LLC and its affiliates (collectively "Fidelity") for the purpose of buying, selling, and exchanging shares of Fidelity mutual funds.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give instructions (whether oral, written, electronic, or otherwise) to Fidelity with respect to said transactions; to borrow money and securities and to borrow such money and securities from or through Fidelity, and to secure repayment thereof with the property of the Business; to bind and obligate the Business to and for the carrying out of any contract, arrangement, or transaction that shall be entered into by any such officer and/or agent for and on behalf of the Business with or through Fidelity; to pay by checks and/or drafts drawn upon the funds of the Business such sums as may be necessary in connection with any of the said accounts; to appoint any other person or persons to do any and all things that any of the said officers and/or agents are hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

SECOND: That Fidelity may deal with any and all of the persons directly or indirectly empowered by the foregoing resolution, as though they were dealing with the Business directly.

THIRD: That the officers of the Business be and hereby are authorized, empowered, and if requested by Fidelity, directed to certify:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by Fidelity, shall be supported by an opinion of the general counsel of the Business, or other counsel satisfactory to Fidelity) that the Business is duly organized and existing, that its operating documents empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers.

FOURTH: That Fidelity may rely upon any certification given in accordance with these resolutions, as continuing fully effective unless and until Fidelity shall receive due written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person hereby empowered ceases to be an officer of the Business or becomes an officer under some other title in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

FIFTH: That in the event of any change in the office or powers of persons hereby empowered, the officers of the Business shall certify such changes to Fidelity in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

SIXTH: That the foregoing resolutions and the certificates actually furnished to Fidelity by the Business pursuant thereto be and hereby are made irrevocable until written notice of the revocation thereof shall have been received by Fidelity.

SEVENTH: That the Business and its officers indemnify and hold Fidelity harmless from any claim, loss, expense, or other liability for effecting any transactions and acting upon any instructions given by the officers of the Business.

Did you sign the form and include any necessary documents?
Send the ENTIRE form and any attachments to Fidelity Investments.

Questions? Call 800-343-3548.

Regular mail
Fidelity Investments
PO Box 770001
Cincinnati, OH 45277-0002

Overnight mail
Fidelity Investments
100 Crosby Parkway KC1K
Covington, KY 41015

On this form, "Fidelity" means Fidelity Brokerage Services LLC, National Financial Services LLC, Fidelity Service Company, Inc., Fidelity Distributors Company LLC, and their subsidiaries and affiliates.
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