



Harborfields PUBLIC LIBRARY

31 Broadway, Greenlawn, NY 11740

**Board of Trustees
Special Meeting
March 13, 2020 @ 3:00 p.m.**

Board Members Present:

David Clemens, President
Joyce Hilgeman, Ph.D., Vice President
Jenny Shore, Secretary
Renee Boyer, Trustee

Director:

Carol Albano

Assistant Director:

Ryan Athanas

Absent:

Ellen Rieger, Finance Officer
Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 3:06 p.m. by Mr. Clemens, President.

PUBLIC PARTICIPATION

There were no community members in attendance.

SCHOOL & LIBRARY CLOSINGS IN RESPONSE TO THE COVID-19 PANDEMIC

- This special meeting of the Board was called in response to the COVID-19 epidemic and the Board discussed plans for possible closings as well as ways to service our community without opening the library to the public.
- Due to the recent Coronavirus outbreak, the Harborfields School District has been issuing updates regarding possible closures for all schools, grades K-12. Discussions have included the number of days off that were previously built into the calendar for snow closures, as well as “distance learning” plans if the schools should close for an extended period of time. Since New York State has already mandated the closing of all SUNY and CUNY colleges, it is anticipated that there may be an accompanying mandate requiring K-12 schools to close as well. Additionally, the New York Public Library provided a letter to all patrons advising of their closure of all locations from 3/14 through 3/31/2020, as attached.
- Directors of most libraries across Long Island have been conducting Zone meetings to discuss possible closings in response to their school districts closing. Since many more patrons would be expected at libraries if the schools were closed, and the intent is to limit large numbers of people congregating and spreading the virus, the Directors are suggesting that their libraries close in conjunction with their school districts.

Motion by Mrs. Shore to allow the library to close to the public on the same schedule of closure as designated by the Harborfields School District due to an overabundance of caution for the health of the community and staff during the COVID-19 outbreak.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

The Board has also requested that the full-time staff discuss ways in which they may be able to make the public aware of our current online services and that these services be prominently displayed on our website. Additionally, that staff may be “on-call” if there are urgent patron questions or concerns.

LIBRARY PROGRAMS

In keeping with directives from our State and Local government, it is suggested that group meetings of any kind be canceled in order to prevent the spread of the virus.

Motion by Dr. Hilgeman to cancel all programs and meetings from Saturday, March 14th through Tuesday, March 31st, 2020. After this period, further cancellations may be necessary but will be reevaluated based on public safety & health concerns.

Second, Mrs. Shore.

AYES: All. Motion carried.

PAID LEAVE

The Board discussed:

1. granting (2) weeks paid leave without using any accrued time to full-time staff that have been diagnosed with COVID-19 or that have been mandatorily quarantined as a result of the virus.

Special Board meeting minutes, March 13th, 2020 (continued)

PAID LEAVE (continued)

2. Allowing full-time staff who have not been diagnosed or quarantined, but are symptomatic, to borrow up to 5-days against future time or use any type of accrued time. If diagnosed or quarantined, they would switch over to paid leave.
3. Part-time staff will be paid up to 17 hours per week, based upon their regularly scheduled hours, for a maximum of (2) weeks.

A final determination on exact language and/or allowances was not made, but a *conditional motion* was made.

Motion by Mrs. Shore to approve a form of Paid Leave for our employees contingent upon guidance from our attorney, Robert Cohen, and a final review and acceptance of his recommendations.

Second, Dr. Hilgeman.

AYES: All. Motion carried.

TRUSTEE ELECTION & BUDGET VOTE SCHEDULED FOR APRIL 7, 2020

Based upon the attached letter from Kevin Verbesey, Director of SCLS, the upcoming Budget Vote and Trustee Election, scheduled for April 7th, 2020, may need to be postponed. He provided numerous options, but as the current situation may change, we may need to cancel this vote altogether. Further guidance will be provided as the Governor makes his determinations.

Additionally, the State of New York has issued an Executive Order (as attached) offering a suspension of the law regarding the attendance of public meetings and by authorizing the attendance to be held telephonically or via other similar service without permitting in-person public access. For now, we intend to conduct our Budget Meeting and Hearing on Thursday, March 26th, 2020 at 7:00 p.m. and are permitted to open to the public for the time it takes to hold this meeting. However, further changes may need to be made.

EXTRA CLEANING & OUTSTANDING SERVICE

The Board thanked the custodial staff for their extraordinary efforts to keep this building clean and safe during this crisis, as well as Mrs. Albano & Mr. Athanas for their expert coordination of emergency services and staff administration.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Dr. Hilgeman, seconded by Mrs. Shore, to adjourn the meeting.

There being no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary

ADDENDUM:

Additional documentation, which was sent primarily via e-mail to our Board after the above referenced meeting, has been attached to these minutes so that they may be entered into the official record for the library.