

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Special Meeting (Held Remotely)
Monday, March, 16, 2020, 5:30 p.m.

MEETING MINUTES

The following people acknowledged their presence remotely:

Board of Trustees: Matthew Weiss, President; Alice Joselow, Vice President;
Cecilia Quintero, Secretary; Amanda Curley, Althema Goodson,
Lucinda Manning, Shandi Speller

Staff: Karen LaRocca-Fels, Director; Molly Robbins, Assistant Director;
Kathy Beirne, Secretary to Library Director

Call to Order

At 5:34 p.m. President Matthew Weiss called the March 16, 2020 Special Meeting to order.

New Business

The purpose of this meeting is to involve the Board of Trustees in the Library's response to the Coronavirus outbreak and the Library service disruptions.

The following ideas were presented:

- Karen pointed out that everything was changing quickly. The library is closed to the public. Staff may be asked to do various work in the building or online. Department Heads have been brain storming what can be done. Craig Olivo is available if guidance is needed.
- What exactly is 50% of our workforce?
- What do we do about paying people who can't work from home? We have been advised that because we are sending employees home we should be paying them.
- We would prefer to give employees meaningful work to do. Have some report to building and some work from home – stagger people.
- Those who are comfortable to come to the building can come. Hotspots were purchased for some to work from home. These hotspots enable people to get into catalogue.
- Some Business Office work can be done from home. Check cutting and approval will need to be done in office.

- What is the meaningful work needed to get done? Voice mail box set up today to allow patrons to leave messages about accessing our resources. Children's services – recorded streaming story times. Continuing education items online and some back burner projects that haven't been able to get done.
- How many are essential employees?
Karen, Molly, Business Office, Department Heads, Full timers, B&G, Mallory Janice
- Something to consider: what are essential hours?
- We can issue library cars over the phone – access #
- Marie Trapasso is beefing up E-books and Overdrive
- Construction employees need to be let into the building.
- A check of the entire building both inside and outside needs to be done daily.
- Many employees probably do not want to be at work under the circumstances.
- Is there work for everybody to do in the building? So this is an opportunity to catch up.
- The Governor put out a 50% order. We would have to calculate exactly what means for the library.
- If everyone stays home tomorrow that gives Karen more time to plan.
- Library Directors are in contact with each other almost hourly. Most libraries are closed through March 29 or 31. Some until further notice.
- As a public institution we are responsible to provide some kind of service.
- Maybe we can alleviate our present system of check approvals?
- Karen will keep the Board advised as we move forward. If there are any major objections from Board members regarding how we proceed please let her know.

Adjournment

At 6:22 p.m. Alice Joselow moved and Cecilia Quintero seconded the motion to adjourn the March 16, 2020 Special Meeting of the Board. Motion passed unanimously.

Respectfully submitted,

Kathy Beirne, Secretary to the Library Director