

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
of the  
MIDDLE COUNTRY PUBLIC LIBRARY  
June 23, 2020

The regular meeting of the Board of Trustees of the Middle Country Public Library was held on June 23, 2020 at the Centereach building.

Attendance was as follows:

Mr. John Hoctor	-	President
Mr. Ronald Harrington	-	Member
Mrs. Jacqueline Schott	-	Member
Mrs. Lisa Mitnick	-	Member

Staff:

Mrs. Sophia Serlis-McPhillips	-	Director
Mrs. Tracy LaStella	-	Assistant Director
Mr. Ryan Gessner	-	Assistant Director
Ms. MaryAnne Ellinger	-	Head of Business & Personnel
Mrs. Nancy Basile	-	Business Office Manager

CALL TO ORDER

The meeting was called to order at 10:09 a.m. by Mr. Hoctor

APPROVAL OF MINUTES

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the minutes of the board meeting held on May 20, 2020.

Motion carried unanimously.

EXECUTIVE SESSION

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, that the Board move into executive session at 10:10 a.m. to discuss Section 75 proceedings.

A motion was made by Mrs. Schott, seconded by Mr. Hoctor, that the Board conclude executive session at 10:24 a.m.

CIVIL SERVICE SECTION 75 RESOLUTION

At a regular meeting of the BOARD OF TRUSTEES OF THE MIDDLE COUNTRY PUBLIC LIBRARY, CENTEREACH, SUFFOLK COUNTY, NEW YORK, held on June 23, 2020 the following resolution was offered by Mr. Hoctor, and seconded by Mrs. Schott, that

**WHEREAS**, Director Sophia Serlis-McPhillips has presented to the board certain charges and Specifications against a Clerk and

**WHEREAS**, the Board of Trustees desires to provide the employee with the due process protections provided for under section 75 of the N.Y. Civil Service Law to consider all matters pertaining to the preferred Charges and Specifications and any stigmatizing effects such Charges and Specifications may incur;

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

that the preferred Charges and Specifications attached to the Notice of Hearing are to be served upon the respondent employee; that she is to be suspended without pay for a period of 30 days from the date of service and during the course of the hearing procedures; and that the Hon. Douglas Spencer, Esq. is appointed as hearing officer to consider and make "Findings of Fact and Recommendations" to the Board subsequent to the completion of the hearing.

BOARD TRUSTEES PRESENT: Mr. John Hoctor, Mrs. Jacqueline Schott, Mrs. Lisa Mitnick,

Mr. Ronald Harrington

BOARD TRUSTEES VOTING IN FAVOR OF THE RESOLUTION: 4

BOARD TRUSTEES VOTING AGAINST THE RESOLUTION: 0

BOARD OF TRUSTEES ABSTAINING FROM THE VOTE: 0

REPORT OF THE DIRECTOR

The Director updated the Board on the proposed Library budget vote of September 15, 2020.

REOPENING PLAN

A motion was made by Mr. Hoctor, seconded by Mrs. Schott to accept the Library's Reopening Plan as follows:

## REOPENING PLAN

The Middle Country Public Library assumes the obligation of providing staff and patrons a safe environment. Library operations and services will be adapted to comply with “best practices,” recommendations, and the directives of federal, state and local governments (and their health officials).

The Library will reopen using a phased operations approach that will be continually evaluated and adapted as warranted. With safety being the main focus, the Library has undertaken a number of measures, including the providing/establishing of:

- Disposable and Cloth Masks, Face Shields, and Gloves (Staff)
- Hand Sanitizer Stations (60% alcohol based), Disinfectant Spray and Wipes
- Protective Barriers at Public Service Desks
- Portable Protective Barriers for One on One Service
- Upgraded Filters for HVAC System
- Safety Signage and Social Distancing Markers

### **Library Phased Reopening Timeline**

The Library will adhere to a staged reopening schedule. The decision to advance from phase to phase will be based on the most current directives from NYS and Suffolk County Health officials. Each phase will follow “best practices” and implement modified operational procedures while maintaining social distancing. Each phase will last a minimum of 2 weeks. The Director and/or her designee reserves the right to modify plans dependent upon capacities and/or extenuating circumstances.

The Library will limit in person meetings and work activities recognizing the minimum requirement of six feet social distancing. All employees will be provided an “Employee COVID-19” packet, including the CDC guidelines for social distancing, COVID-19 symptom checklist, instructions for properly wearing, cleaning, storing and discarding PPE, and the sanitizing of workplace stations and equipment.

### Middle Country Public Library Phase 1

- Library employees may return to work. In accordance with guidelines of the ***New York Forward Plan***, the public libraries of Suffolk County are permitted to operate under conditions pursuant to EO 202.4, which permit 50% workplace staffing.
- Social distancing will be practiced with a minimum of six feet distance between individuals.

- Elevators should be occupied by only one individual at a time, except for parent and child.
- Alternative schedules may be needed to reduce staff density, staff shifts may be staggered.
- Library hours may be adjusted.
- Library employees will continue to offer virtual programming, enhanced remote services and one-on-one on-line assistance.
- Library employees will prepare the Library facility for on-site services.
- Supplementary cleaning protocols will be established within Library facilities.

#### Middle Country Public Library Phase 2

- The Library may begin to allow the lending of Library items by way of contactless curbside pickup, or mail service for homebound patrons. Returns will be by way of contactless drop off, or mail service for homebound patrons.
- Until additional guidance is received from the CDC or the *Federal Institute of Library and Museum Services*, Library materials will be quarantined for a period of seventy-two hours after being returned by patrons.
- The Library may offer in-building computer use by appointment but only if it may maintain safe social distances. Computer stations will be sanitized between uses.
- Employees who have contact with Library materials will be required to wear gloves to be worn while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.
- Social distancing will be practiced with a minimum of six feet distance between individuals.
- Elevators should be occupied by only one individual at a time, except for parent and child.
- Alternative schedules may be required to reduce staff density, staff shifts may be staggered.
- Library hours may be adjusted.
- Library employees will continue to offer virtual programming, enhanced remote services and one-on-one on-line assistance.
- Library employees will prepare the Library facility for on-site services.
- Supplementary cleaning protocols will be established within Library facilities.

#### Middle Country Public Library Phase 3

- Library facilities may open to the public with social distancing restrictions in place.

- Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.
- Employees who have contact with Library materials will be required to wear gloves while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.
- Social distancing will be practiced with a minimum of six feet distance between individuals.
- Elevators should be occupied by only one individual at a time, except for parent and child.
- Alternative schedules may be required to reduce staff density, staff shifts may be staggered.
- Library hours may be adjusted.
- Library employees will continue to offer virtual programming, enhanced remote services and one-on-one online assistance.
- Library employees will prepare the Library facility for on-site services.
- Supplementary cleaning protocols will be established within Library facilities.
- The Library may begin to allow the lending of Library items by way of contactless curbside pickup, or mail service for homebound patrons. Returns will be by way of contactless drop off, or mail service for homebound patrons.
- Until additional guidance is received from the CDC or the *Federal Institute of Library and Museum Services*, Library materials will be quarantined for a period of seventy-two hours after being returned by patrons.
- The Library may offer in-building computer use by appointment but only with the capacity to maintain safe social distances. Computer stations will be sanitized between uses.

#### Middle Country Public Library Phase 4

- The Library may open to the public with social distancing protocols in place.
- Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.
- Small group events may be permissible.
- Employees who have contact with Library materials will be required to wear gloves while handling materials. Gloves will be provided.
- Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.
- Social distancing will be practiced with a minimum of six feet distance between individuals.

- Elevators should be occupied by only one individual at a time, except for parent and child.
- Alternative schedules may be needed to reduce staff density, staff shifts may be staggered.
- Library hours may be adjusted.
- Library employees will continue to offer virtual programming, enhanced remote services and one-on-one online assistance.
- Library employees will prepare the Library facility for on-site services.
- Supplementary cleaning protocols will be in place within Library facilities.
- The Library will continue to lend Library items by way of contactless curbside pickup, or mail service for homebound patrons. Returns will be by way of contactless drop off, or mail service for homebound patrons.
- Until additional guidance is received from the CDC or the *Federal Institute of Library and Museum Services*, Library materials will be quarantined for a period of seventy-two hours after being returned by patrons.
- The Library may offer in-building computer use by appointment but only with the capacity to maintain safe social distances. Computer stations will be sanitized between uses.

#### Post Phase 4 Requirements

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted; additional cleaning protocols will be implemented. Employees who have contact with Library materials will be provided gloves that will be required to be worn while handling materials and employees who have contact with the public will be provided masks which will be required to be worn during times of contact.

#### Communication

- The Library will continue to review and implement Federal, State and County guidelines.
- Signs will be posted throughout both buildings to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and disinfecting protocols.
- The Library will communicate with employees, patrons and visitors via email, the Library's newsletter, website and social media outlets.
- All Library employees will receive a return to work packet with safety procedures and protocols.
- The Library will require that all employees, patrons and visitors wear face masks.

- The Head of Business and Personnel will maintain a digital log of all employees who have entered the buildings. The log will be stored in the Library's time and attendance program.
- The Facilities Manager will maintain a digital log of all visitors and workers who have entered the building. The log will be stored in the Shipping and Receiving office.

### Hygiene and Cleaning

- The Library will adhere to hygiene and sanitation requirements issued from the Centers for Disease Control and Prevention and the State and County Department of Health.
- The Facilities Manager will be responsible for maintaining a cleaning log that will be maintained in the Facilities office.
- The Library will provide and maintain hygiene stations for personnel, including handwashing soap, water and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Hygiene stations will be available throughout the buildings, near time clock stations, public service desks, entry and exits.
- The following products will be used to sanitize:
  1. Buckeye Eco One-Step Disinfectant Deodorizer Cleaner
  2. PS 4/7 BP Mister and Vital Oxide Hospital Disinfectant
  3. Sanicare TBX Disinfectant/Cleaner/Deodorizer
  4. Oxivire Tb Wipes

### Screening and Contact Tracing Process

- All staff will be provided with CDC guidelines regarding the self-identification of COVID-19 symptoms. Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.
- Employees will be instructed to review the CDC COVID-19 symptom checklist before each work shift. All employees will be instructed to use the COVID-19 Tracker self-reporting and contact tracing app before reporting to work.
- Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care providers for medical assessments and COVID-19 tests. If tested positive, employees may only return to work after completing a 14-day quarantine and providing two consecutive test results that they are Coronavirus free, together with an attestation from a physician that they may return to work.
- Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine and

providing two consecutive test results that they are Coronavirus free, together with an attestation from a physician that they may return to work.

- Employees who have had close contact with a confirmed or suspected person with COVID-19 must report it to their supervisors and will be required to produce notes from their health care provider attesting to the fact that it safe for them to return to work.
- The Library reserves the authority to have a physician appointed by it to independently establish the capacity of an employee to return to work.
- If a worker tests positive for COVID-19, the Library will immediately notify state and local health departments and cooperate with tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- A member of the Administrative team will be responsible for notifying state and local health departments if an employee tests positive for COVID-19.
- Testing is free to all eligible New Yorkers as ordered by a health care provider or by calling the NYS COVID-19 hotline at 1-888-364-3065. Your local health department is your community contact for COVID-19 concerns.

Motion carried unanimously.

## PATRON BEHAVIOR POLICY ADDENDUM

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to accept the COVID-19 Addendum to the Patron Behavior Policy as follows:

### **COVID-19 Addendum to Patron Behavior Policy**

The rules and regulations set forth in this addendum, and in the Library's reopening plan, supersede the rules in all other Library policies until such time as the Board of Trustees deems they are no longer necessary.

- All Library patrons and visitors will wear face coverings at all times. Anyone refusing to wear a face covering will be required to leave the Library.
- All Library patrons and visitors will maintain a minimum of six feet of distance between themselves and other persons. Anyone refusing to follow proper social distancing will be required to leave the Library.



- No individual should enter the Library if he/she is exhibiting symptoms of COVID-19.
- The Library's policies and procedures for the use of public computers, meeting rooms, and specific spaces in the Library may be altered as necessary to provide for social distancing.
- The ability to browse and checkout materials from certain collections may be limited.

Motion carried unanimously.

### COMPUTER EQUIPMENT PURCHASE

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to purchase 15 Dell Latitude 5400 14" Notebooks and two Dell servers, from Dell Marketing LLP, NYS contract 73600 Aggregate Purchase 18-01 PM20820 at a cost not to exceed of \$38,500.

Motion carried unanimously.

### BUDGET TRANSFERS FY 2019-2020

A motion was made by Mr. Harrington, seconded by Mrs. Mitnick, to authorize the following budget transfers for the fiscal year 2019-2020.

ACCOUNT	INCREASE	DECREASE
L411 MICROFORMS/CD ROMS/EBOOKS	10,000.00	
L415 VISUAL MATERIALS		50,000.00
L418 REALIA	5,000.00	
L421 CUSTODIAL SERVICES		5,000.00
L440 SNOW REMOVAL		10,000.00
L442 PROGRAMS		50,000.00
L452 REPAIRS TO BLDG & BLDG EQUIP	295,000.00	
L460 ELECTRIC		40,000.00
L463 COMPUTER SOFTWARE & SERVICES	20,000.00	
L9030 SOCIAL SECURITY		20,000.00
L9050 UNEMPLOYMENT INSURANCE	5,000.00	
L9060 HEALTH & DENTAL INS		140,000.00
L14101 PROFESSIONAL		50,000.00
L1420.1 CLERICAL		20,000.00

L1440.1 CUSTODIAL/SECURITY	50,000.00	
Total Budget Transfer Amount	<del>\$85,000,000</del>	388,500,000

Motion carried unanimously.

RESERVE FOR CAPITAL FUND - FISCAL YEAR 2019/2020

A motion was made by Mr. Hoctor, seconded by Mrs. Schott, to increase the Capital Project Fund (H fund) in the amount of \$700,000 to be funded by the L fund.

Motion carried unanimously.

RESERVE FOR TECHNOLOGY FUND - FISCAL YEAR 2019/2020

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to increase the Reserve for Technology in the amount of \$50,000 to be funded by the unreserved fund balance.

Motion carried unanimously.

APPROVAL OF PAYROLLS & WARRANTS

A motion was made by Mr. Harrington, seconded by Mrs. Schott, to approve the following:

payrolls:

May 1, 2020	\$269,139.02
May 15, 2020	\$276,024.01
May 29, 2020	\$283,024.89

monthly warrant:

Warrant #11 dated May 29, 2020	\$ 1,548.76
Warrant #12 dated June 12, & 23, 2020	\$518,813.42

Motion carried unanimously.

APPROVAL OF PERSONNEL REPORT

A motion was made by Mrs. Mitnick, seconded by Mrs. Schott, to approve the Report of Personnel Changes dated May 31, 2020.

Motion carried unanimously.

## ADJOURNMENT

A motion was made by Mrs. Mitnick, seconded by Mr. Harrington, to adjourn.

Motion carried unanimously.

Meeting adjourned at 10:50 a.m.