

**Schoharie Free Library
Board of Trustees
Emergency Meeting Minutes March 15, 2020**

The Schoharie Free Library Board of Directors held an emergency meeting via teleconference on March 15, 2020 at 2pm.

Present: *Officers:* Pat Clancy, President; Deb Paden, Vice President; Vanessa Repicky, Secretary; Dan Ennist, Treasurer
Trustees: Bridey Finegan, Jaquelyn Hadam, Amanda Maleszweski, Michelle Haverly, Elizabeth Farr, Toni Schaeffer
Employees: Cathy Caiazzo, Library Director; Jennifer Mosher, Program Director

Call to Order: 2pm

New Business:

Schoharie Library Closure: Upon a motion by Elizabeth Farr, seconded by Bridey Finegan, the board unanimously agrees to close the library effective March 14th at 2pm through March 29th 2020 based upon the recommendation from the American Library Association due to the COVID-19 outbreak. Cathy will enter the library about three times a week to pick up mail, Dan will go in as needed to pay bills. Jennifer Mosher reports that all cancelled programs will hopefully be able to be rescheduled. Deb Paden will draft a notice of library closure, late fee waiver, and book drop closure to be printed in the local newspaper.

Temporary Waiver of Financial Procedures: Upon a motion by Deb Paden, seconded by Michelle Haverly, the board unanimously agrees to waive the current auditing procedure including the services of Carl Stefanik until March 30th.

Temporary Waiver of Late Fees: Upon a motion by Elizabeth Farr, seconded by Jaquelyn Hadam, the board unanimously agrees to waive all late fees until two weeks after we reopen.

Discussion of Janitorial Services: Discussion of what our current janitorial services include. Cathy will tell Kim Cleveland, current library cleaner, to stay away until further notice. Cathy will ask Kim if she would be able to complete a deep clean and disinfect the library prior to reopening. Cathy will request guidance from Eric at MVLS to in regards to recommendations of effective cleaning and disinfecting methods for libraries.

Old Couch Upstairs: Bridey Finegan reports that the old couch in the small upstairs room is in disrepair and recommends disposing of it. Bridey offered to remove it during the library closure, it was discussed and agreed that access to the library should be limited to essential purposes only. Bridey will wait until the library reopens.

Book Drop: The book drop box will be closed until the library reopens. Cathy will seal off the opening and place a sign informing patrons that they should hold on to their books until reopening and that all late fees will be waived.

Executive Session: Upon a motion by Pat Clancy, seconded by Vanessa Repicky, the board entered executive session at 2:47pm. Upon a motion by Elizabeth Farr, seconded by Michelle Haverly, the board exited executive session at 3:05 pm. The following action was taken:

- Upon a motion by Michelle Haverly, seconded by Amanda Malesweiski, the board unanimously agreed to pay Cathy Caiazzo her regular salary during the library closure until March 29th 2020.
- Upon a motion by Pat Clancy, seconded by Deb Paden, the board unanimously agreed to pay Jennifer Mosher for hours worked at home during the library closure through March 29th.
- Upon a motion by Pat Clancy, seconded by Vanessa Repicky, the board unanimously agrees to pay Heather Skinner for preparation and planning time spent on Storytime at her regular weekly rate through March 29th with the expectation that she completes a voucher upon reopening to effect payment.

Upon a motion by Pat Clancy, seconded by Deb Paden, the meeting adjourned at 3:14pm.

Next Meeting: April 8th, 2020