

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE
SPECIAL COVID-19 PLANNING MEETING
MARCH 16, 2020

President Wendol called the meeting to order at 5:35 p.m.

PRESENT: Trustee DeStefano
Trustee McCrary
Trustee Rossini
Trustee Spence
Trustee Wendol
Director Engelhardt

President Wendol conducted the Pledge of Allegiance.

The Board of Trustees and Library Director discussed the on-going COVID-19 Pandemic.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to adjust the Library's operating schedule by closing the building to all except limited essential staff. During this pandemic, the Library's operating schedule will follow the closing schedule of the Comsewogue School District. Employees will continue to be paid based on their scheduled hours. Online resources will continue to be available for public use. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to suspend all meetings and events until further notice. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to authorize the processing of patron refunds for Library events cancelled due to COVID-19 until further notice. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Rossini, that due to COVID-19, the Library will temporarily adjust loan periods, fines and fees which will extend loan periods and remove overdue fines until further notice. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to approve the Comsewogue Public Library Catastrophic Leave Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve the Comsewogue Public Library Telecommuting Policy. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee McCrary, to approve the Comsewogue Public Library Emergency Bill Pay Policy which, during the COVID-19 Pandemic, authorizes the Library Director and/or Library District Treasurer to pay those bills deemed necessary to be paid between board meetings, in advance of the audit of claims, with Board to approve at a subsequent Board of Trustees Meeting. Total to be paid in advance of Board audit is not to exceed \$155,000 per month. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Rossini, to table the discussion regarding the date of the upcoming Budget Vote and Trustee Election to the next regular meeting, scheduled for March 24, 2020. Discussion followed. Approved unanimously.

A member of the public spoke during the Period for Public Expression.

The next regular meeting of the Board of Trustees is March 24, 2020.

MOTION by Trustee Spence, seconded by Trustee Rossini, to adjourn the meeting at 6:37 p.m. Discussion followed. Approved unanimously.

Secretary, Board of Trustees