Lee Memorial Library
Emergency Meeting of the
Board of Trustees
Friday, March 13, 2020

Call to order
Catherine Shaw called the meeting to order. Present at the meeting were: Mayor Ari Bernstein, Sandy Desmond, Melissa Duncan, Jackie McSwiggan, Catherine Shaw, Jill Webb, Jim Wright, Library Director Susan McCaffery Wilkinson, and Library Executive Administrator Patricia Durso. Absent: Sheila Granowitz and Suzanne Warzala.

Open Public Meeting
The meeting was noticed to the public as an emergency meeting and was announced by Catherine Shaw as open to the public at 9:36AM.

New Business
Discussion of library operations during a public health emergency ensued.

The following measures were approved on a motion by Melissa Duncan and seconded by Jim Wright.

- To accomplish social distancing and comply with the guidelines set forth by Bergen County Executive James Tedesco, the library will close to the public beginning at 5:00PM on Saturday, March 14, 2020 with an anticipated re-open date no earlier than March 30, 2020.
- The book drop will remain open for return of materials.
- Book orders will continue to be placed.
- The public will be informed of these developments by paper posting, social media outlets and updated telephone automated attendant system.
- All staff except Ms. Durso will have a paid day off on Monday, March 16, 2020.
- Ms. Durso will accept and process the BCCLS delivery on March 16, 2020 and will compose and distribute a new staff schedule through the end of March reflecting severely reduced hours required to check in returns, process newly received materials, accept commercial deliveries and other similar tasks.
- All full-time and part-time staff will be paid for their regular shifts from March 16 through March 28.

All voted in favor.

The Borough of Allendale will contract and pay for a deep cleaning and sanitizing of the library space prior to re-opening to the public.

Adjournment
The Board of Trustees’ meeting closed at 10:38AM on a motion by Sandy Desmond and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:
Thursday, March 19, 2020 at 7:00PM

Submitted By:
Patria Durso
Library Executive Administrator