

**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:

Patricia Durso

Library Executive Administrator