

Board of Trustees of Morley Library

May 20, 2020

A regular meeting of the Board of Trustees of Morley Library was conducted virtually via Zoom on May 20, 2020 by Mr. Keener. Mr. Keener called the meeting to order at 4:30 PM with the following members present:

Ms. Coffee	Mr. Di Iorio	Mr. Gorom	Mr. Keener
Ms. Lipps	Ms. Nasca	Ms. Norman	

The minutes of the April 15, 2020 regular Board Meeting were reviewed. Ms. Nasca moved that the minutes be approved as submitted, Mr. Di Iorio seconded, and the motion carried unanimously.

Ms. Norman reviewed the April Treasurer's Report. She noted that the May PLF distribution was much lower than budgeted as expected due to lower income and sales tax collections at the state level. Ms. Lipps moved that the report be accepted, Ms. Coffee seconded, and the motion passed unanimously.

Ms. Norman asked that the Board approve reallocating \$1 200 to #4210 E Periodicals from #4200 Periodicals in the General Fund's 2020 Appropriation, and \$600 to #3200 Communications & Publicity from #3700 Professional Services in the Building Fund's 2020 Appropriation. Mr. Di Iorio so moved, Ms. Nasca seconded, and the motion passed unanimously.

Ms. Norman reported that as a result of the spring stay at home orders many Staff members had reached the limits of their vacation accruals. She asked that Staff be permitted to use vacation or personal time in lieu of time spent working from home or to make up reduced hours. Ms. Lipps so moved, Ms. Coffee seconded, and the motion carried unanimously.

Ms. Norman gave the Board a brief overview of staff activities since the last meeting.

Ms. Norman asked that the Board pass a formal resolution authorizing staff payment through May 31. This was agreed to in the April meeting's executive session, but never formally voted on as required in the regular deliberations. Mr. Di Iorio moved passage of the following:

Motion to Approve Payment of Library Staff through May 31, 2020

As agreed to in the Board Executive Session of April 15, 2020, staff of Morley Library will be paid for their regularly scheduled hours through May 31, 2020 (from the Trust Fund as appropriate). In the event staff is called back to work prior to May 31, this motion will expire and staff will be paid for actual hours worked beginning on the callback date.

Ms. Lipps seconded and the motion passed unanimously.

Ms. Norman noted that all staff had signed a statement agreeing to Covid-19 related protocols upon their return to work. A copy of the statement was included in the Board packet.

Ms. Norman explained the circumstances preventing the County Prosecutor's Office from drawing up a contract for the interior painting work. After considering alternatives Mr. Di Iorio moved to solicit no further bids at this time and to defer the work to a later date. Ms. Nasca seconded and the motion carried unanimously.

Ms. Norman presented a Telecommuting Policy for the Board's approval. After reviewing it Ms. Coffee moved that the policy be accepted, Mr. Gorom seconded, and the motion carried unanimously. Ms. Norman also presented a Coronavirus-Related Failure to Report Policy for the Board's approval, noting that this had not been an issue to date. Ms. Lipps moved that the policy be accepted, Ms. Nasca seconded, and the policy was unanimously approved.

Ms. Norman presented a draft of an Emergency Closure Policy for the Board's consideration. She noted that the policy as written was geared to short-term emergencies (i.e., blizzards) and was not intended to be a comprehensive blueprint to be followed in the event of a lengthy closure such as the Library had experienced with Covid-19. She suggested that the Board have a thorough discussion of this matter to determine overall priorities, potentially at a special meeting. All were in agreement.

Board members decided to return to a face-to-face meeting format for the June meeting. At Mr. Gorom's suggestion Mr. Keener will draft a letter of support from the Board to Director Martinez, agreeing to her preference to work from home for the foreseeable future.

There being no further business to come before the Board, the meeting was adjourned by Mr. Keener at 5:47 P.M.

Kenneth Keener, President

Catherine Nasca, Secretary