



BOARD OF TRUSTEES MEETING

December 7, 2021 Agenda

1. Call to Order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the November 2, 2021 meeting minutes.
5. Public comments.
6. Finance Officer’s report.
7. Correspondence.
8. Library Director’s report.
9. Committee reports.
 - Library Courtyard.
10. Old business.
 - 2019/2020 State aid for library construction grant.
 - 2020/2021 State aid for library construction grant.
 - RFP January 2022
 - 2021/2022 SALS Challenge Grant.
 - COVIC – 19 Temporary Operation Policy (Attachment #1).
 - 2022 Budget.
 - Open Meeting Law requirements (Attachment # 2).
11. New business.
 - Library Operation Policy - Juneteenth and Indigenous Peoples Day (Attachment #3).
 - Gutter outside Library entrance.
 - Library employee’s compensation.
 - Other business.
12. Public comments.
13. Next meeting – January 4, 2022.
14. Adjournment.



BANCROFT PUBLIC LIBRARY
TEMPORARY SAFETY PRACTICES POLICY IN RESPONSE TO COVID-19
AMENDED: ~~AUGUST 3~~ DECEMBER 7, 2021

The Bancroft Public Library is committed to serving its community during hard times and good. The years 2020 and 2021 have brought unprecedented challenges to our nation, state, and area of service. To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The Board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. The Bancroft Public Library will comply with all Federal, State and local regulations. We also consider it our duty to develop these measures to keep our services accessible at this time.

The implementation of each level and/or revisions to this policy will be announced on the Library website, Facebook page and press release to local papers.

Staff at the Bancroft Public Library have the authority to enforce these measures like any other of the Library's policies. Concerns about this policy should be directed to Library Board President, Edward Donoghue. Thank you for honoring these measures, which are designed to keep our community safe, while allowing the Library to continue to serve its patrons.

Bancroft Public Library Temporary Safety Practices Policy

Scope of Temporary Safety Measures:

The Bancroft Public Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Until the Board votes to revoke this temporary policy, only the following routine activities may be performed on-site at the Library. In addition, should COVID-19 numbers increase to an unsafe level, the Library may revert to earlier levels or even reclose should the state require it.

Level 1 Staff Only: No public allowed in building.

Following the guidance of SALS (the Southern Adirondack Library System), the precedents of member libraries and government and public health recommendations, the Library Director will establish a reopening date for the Bancroft Public Library, in coordination with the Board of Trustees. To prepare for this opening date, designated staff will report to the Library building to work a schedule to be determined by the Library Director (this may be a modified schedule or a decreased number/percentage of normally scheduled hours). While working in the building, staff will clean surfaces, process returns, establish a quarantine system for returns, answer calls and messages from the public, handle administrative tasks, reorganize furnishings and prepare the building for public access, and continue planning future activities and collection development.

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Staff should inform the director and not report to work if they or a member of their household are experiencing any symptoms of the pandemic virus such as fever, chills, cough, shortness of breath or sore throat. Staff must notify the director immediately of any emerging symptoms or potential person-to-person contact with an infected person. This holds true throughout all levels of the reopening process.

Every effort will be made to maintain social distance while at work. Face masks and hand sanitizer will be provided to staff. Barriers such as Plexiglas shields will not be needed yet since the public will not be allowed in the building during this time.

The public will be allowed and encouraged to return materials to the outdoor book return box during this time. All returned items will be brought inside the Library by staff wearing PPE and the items will be quarantined for a minimum of 96 hours, subject to change pending further guidance from SALS.

Level 2 Curbside Service: Some public services restored, no public allowed in Library. The Library will not be taking reservations for Proudfit Hall, nor use the Reading Room for gatherings during this time, except as specified in Appendix A.

At this stage, services will be provided at curbside only, as no public will be allowed in the Library. Members can request items either through the catalog or the phone as per usual, and all patrons will be called once their holds arrive (even those patrons who normally receive email notices) so that we can arrange a pickup date and time. Every effort will be made to contact the patron to arrange a convenient pickup time. Pickup dates and times will be handwritten on hold slips and stored with items.

Once the patron arrives at their specified pickup time, they will be instructed to call the Library to alert us of their presence and staff will bring checked out items to the front porch or their vehicle and request to view ID. If they don't have a cell phone they can ring doorbell and we will bring the items out to them on the front porch. Hours will be publicly announced on Library website, Facebook page and press release to local papers for curbside delivery and calling hours.

All returns are to be made to the outdoor book return box. All returned items will be brought inside the Library by staff wearing PPE and quarantined for a minimum of 96 hours, subject to change pending further guidance from SALS.

Staff will be masked when dealing with the public. They should use hand sanitizer and/or wash their hands after the delivery is made. It is requested that members of the public also be masked. Every effort will be made to keep contact very limited. Plexiglas barriers are not needed yet.

A modified staff schedule is still recommended here, but may be adjusted from the earlier schedule based on the need for curbside pickup hours and availability of staff.

Level 3 Open to Public, Limited: Public allowed in the Library to use computers by appointment, the stacks will be closed to patrons. The Library will not be taking reservations for Proudfit Hall, nor use the Reading Room for gatherings during this time, except as specified in Appendix A.

Three (3) public computers will be available for use by appointment. Appointments will be made by contacting the Library. Computer time will be limited to forty-five (45) minutes per day to allow for cleaning in between patrons.

Patron access will be through the front door only. A sign will be posted at the front door asking patrons if

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they have:

- a fever;
- a cough or other symptoms;
- come in contact with a COVID-19 patient; and
- been out of state, except Vermont, in the last two (2) weeks?

Patrons who respond “YES” to any one of the above questions will not be allowed to enter the Library.

Patrons will need to wear masks and comply with social distancing while in the Library. Masks must be worn appropriately covering both the mouth and nose. Patrons will also be required to use hand sanitizer before using computers. Patrons who do not follow these guidelines will be required to leave the Library.

Pick up of materials will continue at the front door and at curbside.

Additional services available include; faxing, copying, wireless printing, all handled by staff to limit contact on equipment.

Open hours will be publicly announced on Library website, Facebook page and press release to local papers. Staff will be provided with masks and hand sanitizer and social distancing guidelines will be followed to the best of their ability.

All returns will continue to be made to the outdoor book return box. Quarantine of materials will still be required.

Hand sanitizer will be available at the Library entrance and on the desk. Floor decals or tape may be used to highlight restricted areas and suggested social distancing spaces. Plexiglas barriers will be needed in this phase to ensure the safety of both staff and patrons interacting in close proximity at the desk.

Level 4 Open to Public with Precautions: Library open to public with precautions in place as specified in Level 3 except as modified by Level 4. Reduced operating hours and staff schedules may still be in effect based on library usage. The Library will not be taking reservations for Proudfit Hall, nor use the Reading Room for gatherings during this time, except as specified in Appendix A.

In this phase, the Library will be open for brisk, browsing and borrowing. There may still be a state mandate on the number of people allowed in the Library based on local codes or size. Patrons may be required to make an appointment for browsing to help maintain occupancy limits. Public access to the Library will only be through the front door. Staff will monitor the number of people in the Library at all times and may ask patrons to queue outdoors for a time. Computer use may be limited to encourage adequate social distance, and will be limited to only forty-five (45) minutes per day to compensate for increased demand. Keyboard covers will be provided. Seating at Library tables for laptop use will be limited and set up to encourage social distancing. Wireless printing, copying, and faxing will continue to be available and handled by staff to limit contact on equipment. The idea will be to encourage Library use, but not lingering. Patrons will be required to wear masks and comply with social distancing while in the building.

In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper.

No toys or children’s non-circulating items will be out for use until public health officials give the all-clear on resuming normal activities.

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All returns will continue to be made to the outdoor book return box. Quarantine of materials will still be required. Curbside service will still be available.

Staff will continue to be masked for all interactions with the public. Floor decals may need to be adjusted or removed at this stage. Plexiglas barriers will still be needed at this stage.

Level 5 Open to Public with Precautions: The Library will continue to operate as specified in Level 4 except as modified by Level 5. Patrons will be required to use hand sanitizer before using computers. Patrons who do not follow these guidelines will be required to leave the Library.

Returns can be made inside the Library or to the outdoor book return box. Quarantine of materials is no longer required. The Library Director may increase the number of computers available to vaccinated patrons.

Everyone entering the library (patron, staff, board member, etc.) will be required to wear a mask when the Washington County level of transmission (as determined by the CDC) is “substantial” or “high.” When the level of transmission falls below that threshold and remains there for seven consecutive days, only unvaccinated individuals will be required to wear a mask. If regulations no longer require all individuals (e.g. vaccinated individuals) to wear a face mask and/or social distance, the Library will continue to operate as specified in Level 4 except as amended to allow in compliance with the latest current regulations on mask wearing and/or social distancing, and subject to the following:

- ~~• Vaccinated employees are no longer required to wear facemasks.~~
- Unvaccinated employees must wear a face mask.
 - ~~• The Library Director may increase the number of computers available to vaccinated individuals.~~

A sign will be posted at the front entrance doors to the Library and Proudfit Hall door stating ~~the either:~~

- “ALL INDIVIDUALS ARE REQUIRED TO WEAR A FACE MASK AND FOLLOW SOCIAL DISTANCING”; or
- “UNVACCINATED INDIVIDUALS ARE REQUIRED TO WEAR A FACE MASK AND FOLLOW SOCIAL DISTANCING”.

If in the opinion of the Library Director in consultation with the President, community cases do not expose patrons to contact with symptomatic persons Proudfit Hall and Reading Room may be used for Library sponsored programs.

The Library will not be taking reservations from outside groups for Proudfit Hall, nor use the Reading Room for gatherings during this time, except as specified in Appendix A.

Level 6 Normal Operations: All normal operations resume.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

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Behavior and Environment Policy

Adherence to these practices shall be enforced as a requirement of the Library's Behavior and Environment Policy until such time as this temporary policy is revoked.

**All plans are dependent on adequate supplies, PPE, and staffing capabilities. Cleaning will be increased during phases 1-5.*

APPENDIX A

BANCROFT PUBLIC LIBRARY TEMPORARY SAFETY PRACTICES POLICY IN RESPONSE TO COVID-19 PROUDFIT HALL USAGE

The following may use Proudfit Hall under Levels 2, 3,4 and 5:

- Bancroft Public Library Board of Trustees and Committees;
- Town of Salem Boards (e.g. Salem Town Board, Planning Board and Zoning Board);
- Town of Salem Court; and
- Organization sponsoring students' educational use of Bancroft Public Library Wi-Fi.

Use of Proudfit Hall is subject to the following conditions:

- Compliance with Proudfit Hall Usage Policy.
- Compliance with New York State coronavirus regulations.
- Compliance with the Town of Salem insurance carrier's requirements.
- Compliance with COVID safety regulations including but not limited to;
 - Cleaning and sanitizing all areas used before leaving facility;
 - The number of participants to be in compliance with state mandate;
 - Use of masks, hand sanitizer and social distancing.
- Providing the Library Director with the name and contact information of the supervising adult(s).
- The door between the Library and Proudfit Hall shall be closed and locked.
- Any other conditions the Board deems important.

Approved: June 2, 2020
Amendment 1: July 21, 2020
Amendment 2: August 4, 2020
Amendment 3: October 6, 2020
Amendment 4: February 2, 2021
Amendment 5: June 1, 2021
Amendment 6: August 3, 2021
Amendment 7: December 7, 2021

Bancroft Public Library Board of Trustees

COMMITTEE ON OPEN GOVERNMENT

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DEPARTMENT OF STATE
ONE COMMERCE PLAZA
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Attachment # 2
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COMMITTEE MEMBERS
BRIAN A. BENJAMIN
PETER D. GRIMM
HADLEY HARRIGAN
ROBERT F. MUJICA, JR.
ROSSANA ROSADO
DAVID A. SCHULZ
FRANKLIN H. STONE
STEPHEN B. WATERS

EXECUTIVE DIRECTOR
SHOSHANAH BEWLAY

MEMORANDUM

TO: Whom it May Concern

FROM: Shoshanah Bewlay
Executive Director, Committee on Open Government

RE: *Chapter 417 of the Laws of 2021 "Notwithstanding" Elements of Public Officers Law
Article 7 "The Open Meetings Law" through January 15, 2022.*

*Chapter 481 of the Laws of 2021 Relating to Records Scheduled to be Discussed at an
Open Meeting*

Chapter 587 of the Laws of 2021 Relating to the Posting of Meeting Minutes

DATE: November 9, 2021

On September 2, 2021, Governor Kathy Hochul signed into Law Chapter 417 of the Laws of 2021

which, in part, authorizes most public bodies "to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed."

The language of the Law substantially mirrors former Executive Order 202.1 issued in March 2020. Guidance relating to that order can be found on the Committee on Open Government's website under Open Meetings Law Advisory Opinions, key phrase "Declared Disaster Emergency." Links to those opinions are below.

[OML AO 5630A](#), [OML AO 5631A](#), [OML AO 5632A](#),

On October 19, 2021, the Governor signed into law Chapter 481 of the Laws of 2021 which amends § 103(e) of the Open Meetings Law to require that records to be discussed at a meeting be made available, to the extent practicable, upon request and posted online, at least 24-hours before the meeting. The obligation to make records available to the public upon request "prior to or at the meeting" and to post the records on the agency or public body website "prior to the meeting" has been in effect since February 2012. This amendment simply places a 24-hour minimum time frame for making those records available.

On November 8, 2021, the Governor signed into law Chapter 587 of the Laws of 2021 which amends the Open Meetings Law to require agencies that maintain a website and use a high-speed internet connection to post meeting minutes on its website within two weeks of the date of the date of the meeting, or within one week of an executive session. It further states: “unabridged video recordings or unabridged audio recordings or unabridged written transcripts may be deemed to be meeting minutes. Nothing in this section shall require the creation of minutes if the public body would not otherwise take them.”

BANCROFT PUBLIC LIBRARY

LIBRARY OPERATIONS POLICY

Hours: The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day, New Year's Eve.

Material Selection: The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

Weeding: An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

Borrowing: Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a patron of a SALS member library, is welcome to use the Bancroft Library. A child may register at any age, but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the Southern Adirondack Library System (SALS), and a card issued by any SALS Library may be used at the Bancroft Public Library. A full list of SALS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

Fines: Fines for overdue books are \$0.10/day, \$1.00/day for DVDs. Juvenile books are exempt from this fine policy.

Lost or damaged books or other materials must be paid for by the borrower. Materials not returned 30 days after their due date shall be considered lost and the borrower will be billed. The librarian has the authority to restrict a delinquent borrower's privileges. Further checkouts of materials and public computer access will be restricted until fines are less than \$5.00.

Police action can be taken to retrieve unreturned materials.

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Cash Handling Procedures: All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

Proudfit Hall Community Room: The Library has access to the Proudfit Hall community room for Library-related programs at no charge. The Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. No alcohol or smoking is allowed in the building. The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

Adopted: February 5, 2019

Revised: July 7, 2020