



BOARD OF TRUSTEES
SPECIAL MEETING
MARCH 21, 2022 Agenda

1. Call to order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Public comments.
5. Proudfit Hall Rental – Usage Policy (Attachment #1).
6. Proudfit Hall Rental – Usage Agreement (Attachment #2)
7. COVIC – 19 Temporary Operation Policy (Attachment #3).
8. Other business
9. Public comments.
10. Next meeting – April 12, 2022.
11. Adjournment.

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE POLICY

Proudfit Hall ~~is and courtyard are~~ available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The Library Director and staff are responsible for keeping the scheduling calendar for the rental/usage of Proudfit Hall. The Proudfit Hall scheduling calendar will be posted on the Bancroft Public Library website.

The Library Director and staff are responsible for collecting any rental fees for Proudfit Hall. The Library Director is responsible for seeing that said fees are given to the Library Treasurer, who in turn will see that the fees are deposited into the account for the Bancroft Trust.

The rental fee for use of Proudfit Hall and courtyard is \$40.00 per day or part of a day, payable at the time the key is picked up, prior to using ~~the Proudfit Hall or courtyard~~. The rental fee for business or commercial use of Proudfit Hall and courtyard is \$???.?? per day or part of a day, payable at the time the key is picked up, prior to using Proudfit Hall or courtyard. In addition the rental fee for use of the kitchen is \$???.?? per day or part of a day, payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The ~~library~~ Library will have usage of Proudfit Hall and courtyard for its needs, free of rental fees. The Library Director and/or staff should put the ~~library~~ library on the scheduling calendar as soon as those needs are known, and the space can be used for the ~~library's~~ Library's purposes without advance notice if ~~the Proudfit Hall or courtyard~~ is not otherwise ~~in user~~reserved.

Certain public groups will have use of Proudfit Hall and courtyard, based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall and ~~Grounds~~ courtyard rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary

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- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

When the library is using the space, the Library Director and staff are responsible for following the guidelines set by the Bancroft Public Library Board of Trustees ~~of and~~ the Bancroft Trust for usage of ~~the Proudfit Hall and courtyard~~.

The rules for use of Proudfit Hall Community Room and ~~Grounds courtyard~~ are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall Community Room and/or ~~Grounds courtyard~~ shall leave them clean, in good condition, and arranged as they were found.
- NO SMOKING or VAPING in building or outside including rear courtyard.
- Do not attach (tape, pin, etc) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Kitchen and any plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the carpet if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights and stove when leaving.
- Turn off power to automatic door and Lock-lock the door.
- NO OUTDOOR BARBECUING.

Business and commercial Proudfit Hall and courtyard renters will provide Town of Salem and Bancroft Trust, P.O. Box 575, Salem, NY 12865; and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of insurance in the amount of \$1,000,000.

All users will be financially responsible for any damages to the Proudfit Hall Community Room and ~~Grounds courtyard~~ that occur while they are using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall and courtyard for 5 years.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall and courtyard on a once yearly basis. This will be kept on file at the library

Revised by Bancroft Public Library Trustees on ~~April 2, 2019~~ March 21, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on April 10, 2019.

BANCROFT PUBLIC LIBRARY

PROUDFIT HALL RENTAL - USAGE AGREEMENT

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- Air conditioning shall be left at 75 degrees.
- Kitchen and any plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
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- Users are responsible for cleaning the carpet if soiled while using the room.
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- Turn off all lights and stove-when leaving.
- Turn off power to automatic door and Lock-lock the door.
- NO OUTDOOR BARBECUING.

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All By signing this agreement the users agree to be responsible financially for any damages to the Proudfit Hall Community Room and Grounds-courtyard that occur while using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall and courtyard for 5 years.

All users, paying or rent-free, will sign a copy of the rules governing the rental/usage of Proudfit Hall and courtyard on a once yearly basis. This will be kept on file at the library.

I have read the above guidelines for the rental/usage of Proudfit Hall and agree to abide by them.

[CHECK ONE] Proudfit Hall and/or courtyard will or will not be used by a business or commercial organization or activity.

_____ Signature	_____ Printed name
_____ Organization (if applicable)	_____ Street
_____ Date	_____ Town, State and Zip Code
_____ Phone #	

Revised by Bancroft Public Library Trustees on April 2, 2019 March 21, 2022.

Approved by Salem Town Board as successor trustees to the Bancroft Trust on April 10, 2019.



BANCROFT PUBLIC LIBRARY
TEMPORARY SAFETY PRACTICES POLICY IN RESPONSE TO COVID-19
AMENDED: ~~DECEMBER 7, 2021~~ MARCH 21, 2022

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 they have:

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- 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.

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

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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~~medium” 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 in compliance with the current regulations on mask wearing and/or social distancing.

A sign will be posted at the entrance doors to the Library and Proudfit Hall door stating 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.

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 and Library sponsored programs;
- 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.

Additionally, when the Washington County level of transmission (as determined by the CDC) is "low" Proudfit Hall may be used by other groups.

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.
- The kitchen shall not be available and its doors 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

Amendment 8: March 21, 2022

Bancroft Public Library Board of Trustees