

# Mexico Public Library Board Meeting Minutes

## June 3, 2020 Special Meeting-Reopening Procedure

**Attending** (via video conference): Julie Forbes, Dorothy Dineen, Russell Partrick, Lisa Fleming, Tracy Fleming, John Ferry, Mary Beth Horn, Sharon Anderson

**Excused:** Colleen Grzesik

**Visitors:**

### Library Director's Report:

- MPL will be opening for curbside pick-up on June 15<sup>th</sup>, with staff returning on June 8<sup>th</sup>
- Dorothy shared the Policy and Procedure documents that need to be in place for reopening
  - New York State Business Reopening Plan – this document outlines how the workplace will prevent the spread of COVID-19. It has been completed and will be kept on sight and made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.
  - Mexico Public Library Service Reopening Plan - This reopening plan outlays the level of library services available to the public and what safety measures will be used.
    - *J. Ferry moved to approve the NYS Business Reopening Plan, seconded by S. Anderson - All in favor*
  - Infectious Disease Control Policy – this document outlines the proactive steps MPL will take to protect the workplace in the event of an infectious disease outbreak
    - *R. Partrick moved to adopt the Infectious Disease Control Policy as written, seconded by J. Ferry – All in favor*
  - Pandemic Emergency Closure Policy – this document provides the staff and trustees of the Mexico Public Library the guidance needed in order to effectively prepare and respond to health pandemic while ensuring the safety of staff, trustees and patrons
    - *J. Ferry moved to adopt the Pandemic Emergency Closure Policy as written, seconded by L. Fleming – All in favor*
  - Curbside Pick-Up Procedure – addresses how patrons will request and pick up media to insure the safety of patrons and staff
  - Reopening Resolution
    - *MB. Horn moved to approve the resolution as written, seconded by S. Anderson – All in favor*
- \*\*All policies will be posted to the Mexico Public Library website

### Other Business:

- The flyer for the Summer Reading Program was shared. Kids have the option of logging their minutes in the ReadSquared app this year. Colleen is collaborating with the high school librarian to develop the teen program.
- With no further business, J. Forbes moved to adjourn, seconded by J. Ferry

Respectfully submitted,  
Lisa Fleming  
Library Board Secretary