

**Livingston Manor Free Library Special Board Meeting Minutes  
March 24th, 2022 via Zoom**

**Present- Ms. Hines, Ms. Hemmer, Mr. Shultz, Ms. Feuerstein, Ms. Edwards, Ms. Tromblee,  
Mr. Moreton, Mr. Steinhauer, Ms. Schmidt, Ms. MacManus, Ms. Farrell**

**5:00- Meeting called to order by Ms. Hines**

Ms. Hines summarized the meeting.

“This meeting has one agenda item, and that is to give everyone a chance to learn very specifically what the library is doing in its pandemic response and to discuss the plan for how we're going to transition and when we're going to transition to normalcy.”

“My objective for this meeting would be that we go away informed of what we're doing, in a way that we can explain it to others when we're asked, and, and feel comfortable and advocate for what it is we're doing.” Hines indicated that the specific library protocols were documented for the Board and sent out in advance of the Special Meeting, and are shared below in these Minutes.

Hines explained that the Board adopted a general pandemic policy last year satisfying basic requirements of the New York state law. As part of that policy, the board authorized the Library Director to interpret the policy and implement specific protocols. Hines praised the director and the library for responding well to the emergency. Hines acknowledged Michele Hemmer for requesting deeper discussion of the specific protocols and for inspiring the preparation of the document that spells out what the library's protocols are currently.

Ms. Tromblee explained the plan for transitioning to normal operations:

“As of April 15, on the condition that we don't have another uptick, the emergency will be over. The changes that will take place at the library will be the following: masks for staff and patrons will become optional, the 25-minute limit on the duration of a stay in the library will be lifted, the 5-person limit on the number of visitors will be lifted and we will end contact tracing protocols. Staff will use discretion in terms of wiping computers and workstations between users. We will always continue to wipe down surfaces at the end of the day.”

Tromblee reported that the library will continue to have an ongoing 30-day supply of masks and cleaning supplies.

Ms. Hemmer expressed concern that the policies in place are too restrictive and cause confusion considering the school's recent lifting of the mask requirement.

Mr. Moreton and Ms. Edwards felt the procedures and plans in place by Ms. Tromblee were very straight forward.

Discussion concluded with a general consensus that the board understands the current practice and the plans for transition.

Terry Shultz motioned to adjourn the meeting and Ms. Schmidt seconded the motion.

Meeting was adjourned at 5:28 pm.

## **Livingston Manor Free Library- LMFL Current Pandemic Restrictions & Transition Plan to End Them**

**[Prepared for discussion of a Special Meeting of the LMFL Board of Trustees held  
3/24/2022]**

The LMFL's pandemic policy was updated in 2021 (attached) shortly after Stacey Tromblee's arrival as Library Director. In it, the Board delegates to the Library Director the responsibility to implement the policy, which effectively involves interpreting for the Library what State mandates and/or guidelines indicate as either required or prudent.

The practices in place currently are the following:

- Staff and patrons are required to wear masks to enter the building;
- Patrons are limited to 25 minutes in the building, after which they must leave though they can return after an hour.
- A limit of five people other than staff at a time in the building, with discretion for the Director to waive depending on circumstances.
- Contact tracing protocols to collect the name and contact information from all patrons.
- Staff are required to wipe down the computer stations after every use;
- Staff are required to wipe down all surfaces at the end of the day;
- The quarantine on books has already been removed.
- The Director keeps the community informed about these restrictions via the Library's Facebook page and website.

NY State law also requires that LMFL retain a 30-day supply of masks for staff and patrons, which the Library complies with.

Other information: LMFL has already resumed in-person programming (with masks). We are leading the way in this as none of 65 other libraries in NY State that participated in a recent summer reading program forum, are yet doing.

In mid-March, Governor Hochul extended through April 15, 2022 an Executive Order declaring a health emergency. (See attached)

So, the Library Director's proposed plan for our transition to end restrictions is as follows:

As of April 15, on condition the Governor's emergency order is **not** further extended due to a COVID uptick, the current restrictions will be changed as follows:

- 1) Masks for staff and patrons will become optional.
- 2) The 25-minute limit on the duration of stay in the Library will be lifted.
- 3) The 5-person limit on the number of people will be lifted.
- 4) Eliminate contact tracing protocols.
- 5) Staff will use discretion in terms of wiping computers and workstations between users.
- 6) Staff will continue to wipe down all surfaces at the end of each day. They note that the practice has not only deterred Covid infections, but also the common cold and flu.
- 7) Continue to have on hand a 30-day supply of masks and cleaning supplies.