

Emergency Board Meeting
Hepburn Library of Waddington Board
March 16, 2020

An emergency library board meeting was called to order by Heather Jock at 10:00 a.m. In attendance were Heather Jock, Margie Todd, Bob Miller, Duffy Ashley, Janet Salton, Renée Backus, Tammy Harvey and Alex Hammond. Absent were Sarah Treptow, Don Finen, Tom Tomlins and Evelyn Fiske. This meeting was called to deal with the state of emergency that was ordered on March 7, 2020 by The Governor of the State of New York to deal with the co-vid 19 virus.

A motion was made by Margie Todd and 2nd by Heather Jock to accept the following resolutions; all in favor and so moved. They are as follows;

Whereas, as a result of the world-wide pandemic underlying the state disaster emergency, the library will close until April 20th, 2020, and

Whereas, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not to report to work during routine hours, and

Whereas, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget.

General Library:

Book box will be emptied daily and books sanitized before being re-shelved.

E-mails will be received and answered from home.

NCLS is setting up a special phone number where patrons can call regarding questions such as e-book and general library questions.

Sanitizing procedures:

All incoming items being returned will be set aside to be sanitized before being checked in. Prior to the items being checked in and cleaned, they will be placed on a designated cart until this procedure can take place.

Respectively Submitted by,
Heather Jock