

Fallsburg Library Trustee Monthly Meeting  
March 25, 2021  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Absent - Excused
David Lawrence, Trustee	Present via Zoom
Katherine Rosado-Houser Board Secretary	Absent - Excused
Kelly Wells, Director	Present

Meeting Commenced at 5:20 P.M.  
The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

- **February 25, 2021 Regular Meeting-** Board member Renee Kates moved and board member, Judith Merone seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of February 28, 2021 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$45,498.00
<b>Money Market</b>	\$132,948.79
<b>ICS</b>	\$826,070.91

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\$1,004,517.70

The following deposits were made to the money market account during this statement period:

2/11/2021	\$1,033.62
2/23/2021	\$669.97
2/28/2021	\$59.41 (interest)

Board member Ronnie Cohen moved and board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor

### **Approval of Warrants**

**March 17, 2021** in the amount of \$753.98

Board member, Ronnie Cohen moved and board member, Judith Merone seconded the motion to approve the warrant as presented. All in favor.

**March 23, 2021** in the amount of \$12,059.07.

Board member, Ronnie Cohen moved and board member, Judith Merone seconded the motion to approve the warrant as presented. All in favor.

### **Approval of Budget Amendments**

March 25, 2021- LLSA funds totaling \$244.00

Board member, Judith Merone moved and board member, Ronnie Cohen seconded the motion to approve the budget amendments as presented. All in favor.

### **Director's Report**

Director Wells read from her director's report (copy attached).

Board consensus to hold public hearing for FY 2021-2022 budget on May 20, 2021 at 5:15pm. Regular Board meeting date for May will be moved to May 20, 2021 following the public hearing.

### **Old Business**

N/A

### **New Business**

Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to approve the FY 2021-2022 Pay Grades and Salary Scale document as presented. All in favor.

Board member Judith Merone moved and board member Renee Kates seconded a motion to approve the Pandemic Response Plan as presented. All in favor.

Board member Ronnie Cohen moved and board member Renee Kates seconded a motion to approve the Remote Work Policy as presented. All in favor.

Discussion about renovations - Stephen from RCLS will attend our April meeting to discuss the process. Must follow the process exactly as we are using public monies. Will review previous surveys at the April meeting - need to send out new surveys to update the 5 year plan and to get public input for what renovations are needed/wanted.

### Correspondence

N/A

### Committee Reports

Personnel- Judith Merone and David Lawrence

Board member Judith Merone moved and board member Renee Kates seconded a motion to enter into executive session at 6:06pm to discuss pending litigation. All in favor.

Board member Judith Merone moved and board member Ronnie Cohen moved to exit the executive session at 6:26pm. All in favor.

Budget- Ronnie Cohen and Katherine Rosado-Houser  
N/A

Building/Grounds- Sonny Smith and Renee Kates.  
N/A

### Adjournment

Board member Ronnie Cohen moved and board member Judith Merone seconded the motion to adjourn the meeting at 6:27pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
March 25, 2021

- Pledge
- Public Comment
- Approval of Minutes
  - February 25, 2021
- Financial Report
- Approval of Warrant(s)
  - March 17, 2021
  - March 23, 2021
- Approval of Budget Amendments
  - March 25, 2021
- Director Report
- Old Business
- New Business
  - FY 2021-2022 Pay Grades and Salary Scale
  - Pandemic Response Plan
  - Remote Work Policy
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
March 25, 2021  
Financial Report

As of the February 28, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 45,498.00
Money Market	132,948.79
ICS	826,070.91
<hr/>	
	\$ 1,004,517.70

The following deposits were made to the money market account during this statement period:

2/11/2021	\$1,033.62
2/23/2021	\$669.97
2/28/2021	\$59.41 (Interest)

Fallsburg Library  
Transactions by Account  
As of March 17, 2021

Accounts Payable	Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
	Bill	03/17/2021		Bethel Woods Center for The Arts				438 Membership Dues	275.00	275.00
	Bill	03/17/2021		Card Member Service				479 Programming	357.44	632.44
	Bill	03/17/2021		Constellation				450 Utilities-Electric, Propane	7.58	640.02
	Bill	03/17/2021		NYSEG				450 Utilities-Electric, Propane	73.06	713.08
	Bill	03/17/2021		United Healthcare				P9060.800 Health Insurance	40.90	753.98
Total Accounts Payable									753.98	753.98
<b>TOTAL</b>									<b>753.98</b>	<b>753.98</b>

Fallsburg Library  
Transactions by Account  
As of March 23, 2021

Accounts Payable		Type	Date	Name	Split	Amount	Balance
		Bill	03/23/2021	AFLAC		93.06	93.06
		Bill	03/23/2021	AIR Rent Property Group LLC		3,300.00	3,393.06
		Bill	03/23/2021	Amazon Capital Service	411/479 Movies/Programming	96.95	3,490.01
		Bill	03/23/2021	Baker & Taylor Inc	410 Books	595.67	4,085.68
		Bill	03/23/2021	Delage Landen Financial Services	200 Equipment	88.35	4,174.03
		Bill	03/23/2021	fox Ledge, Inc		2.00	4,176.03
		Bill	03/23/2021	Greenwald-Doherty LLP	451 Custodial Supplies	2,437.50	6,613.53
		Bill	03/23/2021	Kristt Kelly Office Systems Corp.	483 LLSA	1,095.00	7,708.53
		Bill	03/23/2021	Mid America Books	410 Books	119.70	7,828.23
		Bill	03/23/2021	MidWest Tape	411 Movies	103.21	7,931.44
		Bill	03/23/2021	MVP Health Care Inc	P9060.800 Health Insurance	926.34	8,857.78
		Bill	03/23/2021	Over Drive, Inc	415 e content	444.96	9,302.74
		Bill	03/23/2021	Food Network Magazine	413 Periodicals	12.00	9,314.74
		Bill	03/23/2021	Consumer Reports On Health	413 Periodicals	39.00	9,353.74
		Bill	03/23/2021	National Geographic Kids	413 Periodicals	67.00	9,420.74
		Bill	03/23/2021	Sullivan County Democrat	434 Marketing	44.00	9,464.74
		Bill	03/23/2021	Time Warner Cable	456 Internet Service	119.99	9,584.73
		Bill	03/23/2021	Town of Fallsburg	430/431/452/480 Office supplies/telephone/cleaning contract/town contract	2,073.59	11,658.32
		Bill	03/23/2021	United Healthcare	P9060.800 Health Insurance	250.00	11,908.32
		Bill	03/23/2021	Kelly Wells (petty cash)	479 Programming	150.75	12,059.07
Total Accounts Payable						<u>12,059.07</u>	<u>12,059.07</u>
TOTAL						<u>12,059.07</u>	<u>12,059.07</u>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2020 through March 23, 2021

	Jul 1, '20 - Mar 23, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	347.76	500.00	-152.24	69.55%
P2401 Interest and Earnings	5,105.89	1,000.00	4,105.89	510.59%
P2705.00 Gifts and Donations	84.40	50.00	34.40	168.8%
P2760.30 LSG Local Lib Serv.Aid	2,439.00	2,195.00	244.00	111.12%
P2770.80 PILOT	1,588.59	1,178.63	409.96	134.78%
P2770.95 Ins Dividends	436.40	0.00	436.40	100.0%
P2770.99 Copy Mach/Fax fees	981.30	2,000.00	-1,018.70	49.07%
<b>Total Income</b>	<b>432,167.58</b>	<b>428,107.87</b>	<b>4,059.71</b>	<b>100.95%</b>
<b>Expense</b>				
200 Equipment	883.50	1,400.00	-516.50	63.11%
410 BookS	5,437.06	9,500.00	-4,062.94	57.23%
411 Films,DVD or VHS	833.55	4,000.00	-3,166.45	20.84%
412 Recordings /Tapes, discs	132.96	2,000.00	-1,867.04	6.65%
413 Periodicals	582.15	1,400.00	-817.85	41.58%
415 e-content	5,565.31	6,000.00	-434.69	92.76%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	103.68	150.00	-46.32	69.12%
418 licenses	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	104.00	300.00	-196.00	34.67%
430 Office/Book/Library supply	1,497.57	3,000.00	-1,502.43	49.92%
431 Telephone	469.90	1,200.00	-730.10	39.16%
432 Telecommunications	2,078.11	3,500.00	-1,421.89	59.38%
433 Postage	175.00	400.00	-225.00	43.75%
434 Publicity / Printing	260.94	500.00	-239.06	52.19%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	12,166.05	20,000.00	-7,833.95	60.83%
437 Professional Fees	4,222.50	10,650.00	-6,427.50	39.65%
438 Membership dues	437.50	800.00	-362.50	54.69%
450 Utilities-Electric, Propane	1,016.71	6,000.00	-4,983.29	16.95%
451 Custodial Supplies	608.49	700.00	-91.51	86.93%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	29,104.42	48,000.00	-18,895.58	60.63%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	1,199.90	1,700.00	-500.10	70.58%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
475 Annual Election	0.00	1,300.00	-1,300.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	348.00	900.00	-552.00	38.67%
478 Building Fund	0.00	1,500.00	-1,500.00	0.0%
479 Programming	1,483.84	4,000.00	-2,516.16	37.1%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,478.20	2,195.00	-716.80	67.34%



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2020 through March 23, 2021

	Jul 1, '20 - Mar 23, 21	Budget	\$ Over Budget	% of Budget
492 Pilot	0.00	1,178.63	-1,178.63	0.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,501.16	29,000.00	-7,498.84	74.14%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	336.29	2,000.00	-1,663.71	16.82%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	13,491.42	30,000.00	-16,508.58	44.97%
<b>Total P9060.800 Health Insurance</b>	<b>14,327.71</b>	<b>34,000.00</b>	<b>-19,672.29</b>	<b>42.14%</b>
Payroll Expenses				
Direct Deposit Fees	173.00	400.00	-227.00	43.25%
P7410.141 Library Director	37,930.40	58,000.00	-20,069.60	65.4%
P7410.143 Library Clerk	21,787.20	33,321.60	-11,534.40	65.39%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	5,784.28	15,152.80	-9,368.52	38.17%
P7410.147 Clerk	6,791.40	16,816.80	-10,025.40	40.39%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	20,794.40	31,803.20	-11,008.80	65.39%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	722.40	-722.40	0.0%
Payroll Expenses - Other	10,684.46	0.00	10,684.46	100.0%
<b>Total Payroll Expenses</b>	<b>103,945.14</b>	<b>195,383.20</b>	<b>-91,438.06</b>	<b>53.2%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	6,463.65	12,088.96	-5,625.31	53.47%
Medical	1,511.65	2,882.08	-1,370.43	52.45%
<b>Total P9030.800 SS / Med</b>	<b>7,975.30</b>	<b>14,971.04</b>	<b>-6,995.74</b>	<b>53.27%</b>
<b>Total Payroll Taxes</b>	<b>7,975.30</b>	<b>14,971.04</b>	<b>-6,995.74</b>	<b>53.27%</b>
<b>Total Expense</b>	<b>231,065.33</b>	<b>428,107.87</b>	<b>-197,042.54</b>	<b>53.97%</b>
<b>Net Ordinary Income</b>	<b>201,102.25</b>	<b>0.00</b>	<b>201,102.25</b>	<b>100.0%</b>
<b>Net Income</b>	<b>201,102.25</b>	<b>0.00</b>	<b>201,102.25</b>	<b>100.0%</b>

FY 2020-2021  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 March 25, 2021

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.483	LLSA	\$244.00	P2760.30	LLSA	\$244.00
	<b>Total Increase</b>	<b>\$244.00</b>		<b>Total Increase</b>	<b>\$244.00</b>

Director's Report  
March 23, 2021

I've been playing catch up with all of the tasks I had wanted to accomplish last month but that got pushed off to this month with all our snow days in February. Those items include the Pandemic Response Plan and Remote Work Policy which both need to be approved tonight, as well as the Pay Grades/Salary Scale document that I updated for FY 2021-2022. I've been working on our new budget for FY 2021-2022 but need to get the salary document finalized to really know where we stand.

We are now the proud providers of Kanopy. The streaming service went "live" this week – patrons will be limited to 3 circs per month/per patron, and our maximum monthly allowance is \$100. Once we hit \$100, the platform will become unavailable to patrons until the next month. I'll be monitoring everything to determine if we need to decrease the amount of circs per patron or if we'll be able to increase the number to best serve the patrons utilizing the service.

We need to set a date for our Public Hearing for our budget, as our scheduled May meeting is outside of the legal requirements for when the Public Hearing needs to be relative to a potential budget vote. Our May meeting is scheduled for May 27<sup>th</sup>. I'd like to see the Public Hearing be scheduled for the week before – Thursday May 20<sup>th</sup>. I'll need you guys to decide: 1. If that date works for you and 2. If you want to move our May meeting to that date, or strictly do the public hearing on the 20<sup>th</sup> and have our regular meeting on the 27<sup>th</sup>.

RCLS has added more trustee training sessions to their calendar over the next few months. I strongly encourage you guys to attend what you can. You can sign up for any of the training sessions that you are interested in by going to the calendar on the RCLS website.

Upcoming Trustee Training sessions include the following (everything being offered online/via Zoom for the time being).

Tuesday April 6 at 6pm – Trustee Training Tuesday – Minimum Standards

Tuesday April 20 at 6pm – Trustee Training 102: Intermediate Library Trustee Education

Tuesday May 4 at 6pm – Trustee Training Tuesday – Finances

Tuesday May 18 at 6pm – Trustee Training 102: Intermediate Library Trustee Education

Tuesday May 25 at 6pm – Trustee Training 101: Basic Library Trustee Education

Tuesday June 1 at 6pm – Trustee Training Tuesday – Board Governance

Tuesday June 15 at 6pm – Trustee Training Tuesday – Finances

Tuesday June 22 at 6pm – Trustee Training 101: Basic Library Trustee Education

Respectfully submitted,  
Kelly



# FALLSBURG LIBRARY

## Pay Grades and Salary Ranges FY 2021-2022

<u>Pay Grade</u>	<u>Min</u>	<u>Max</u>
Grade 0 – Seasonal Page	\$12.50	\$12.50
Grade 1 – Page - Permanent	\$13.50	\$16.00
Grade 2 – Library Clerk (New Hire)	\$14.50	\$18.00
Base Salary for current Library Clerks	\$15.20	\$18.00
Grade 3 – Senior Library Clerk	\$15.50	\$19.00
Grade 4 – Principal Library Clerk	\$16.50	\$20.00
Grade 5 – Library Assistant	\$17.50	\$23.00
Grade 6 – Librarian I/Assistant Director	\$20.50	\$25.00
Grade 7 – Library Director	Pay determined by the Board	

\*Seasonal Page salary range will be updated based on current NYS minimum wage requirements.\*

Please note: The maximum is the absolute max that the Library will pay in the corresponding pay grade title when experience, education, and workshop bonus are all taken into account.

### Experience Bonus

Employees will receive ½% of the applicable minimum rate for each year of library work experience within the pay grade title that they are classified in (not compounded). The number of years experience is calculated as of July 1<sup>st</sup>, then rounded down to the next whole year. (i.e. someone hired December 1, 2016 will have 4.5 years of experience as of July 1, 2021 rounded down to 4 years = 2%). The maximum experience bonus is 8%, or 16 years.

Please note: Employees who ‘move up’ in pay grade title (through successful completion of the corresponding civil service tests AND the Library’s need for such positions) may negotiate an experience bonus in their new title, not to exceed more than half of their experience in a lower title. Negotiating will be based on evaluations during the probationary period of the new title (i.e. if a library clerk with 10 years experience becomes a senior library clerk – through being reachable on the corresponding civil service test AND the Library’s need for the position – they will not receive more than 5 years experience bonus on new pay grade minimum).

The following adjustments will also be made, AFTER the percentage bonus is added to the minimum rate:

Additional \$0.25/hour will be credited for every 5 years of service at the Fallsburg Library.



# FALLSBURG LIBRARY

## Workshop Bonus

To encourage permanent employees to participate in workshops/webinars to enhance their library skills the following pay adjustment is offered, AFTER the percentage bonus is added to the minimum rate:

	<u>Per Hour</u>
Director Approved Workshops/Webinars	\$0.10 for every 4 hours completed (maximum of additional \$0.50/hr)

Please note, only workshop/webinars beyond the trainings required by the Library will be counted towards a bonus. (i.e. yearly sexual harassment training does NOT count towards hours for bonus). Hours, with documentation, must be completed in the calendar year prior to the July 1<sup>st</sup> fiscal year start. (i.e. for pay increase to take effect July 1, 2021, documentation of completion in calendar year 2020 is required). Documentation of the trainings should be submitted to the Library Director by the end of February each year.

## Education Bonus

To encourage permanent employees to further their formal education, the following pay adjustments are offered, AFTER the percentage bonus is added to the minimum rate:

Associate's Degree from accredited school	\$0.50/hour
NYLA Library Skills Academy	\$0.75/hour
Bachelor's Degree from accredited school	\$1.00/hour
Master's Degree from accredited school	\$1.50/hour
ALA accredited MLS/MLIS/NYS Public Librarian Certification	\$2.50/hour

Please note the education bonus is NOT cumulative or compounded, the highest eligible rate will be applied (i.e. library clerk with an Associate's and Bachelor's will only receive extra \$1.00/hour – NOT \$1.50/hour or library clerk with 2 Bachelor's degrees will only receive extra \$1.00/hour – NOT \$2.00/hour).

Education bonus will only be given to those with education beyond the requirement of the pay grade title held (i.e. Library Assistant requires either Associate's Degree and 2 years library experience OR Bachelor's Degree...the extra \$0.50 or \$1/hour would NOT apply as it's a requirement of the title.)

Example:

A permanent library clerk with 11 years of experience as a library clerk and 8 hours of completion of approved workshops/webinars would receive:

$$[\$15.20 \text{ (base rate)} + (\$15.20 \times 5.5\%) = \$16.04 \text{ plus } \$0.50 = \$16.54 \text{ plus } \$0.20 = \mathbf{\$16.74/\text{hour}}$$

(11 years % increase)                      (\$0.25 every 5 years bonus)                      (workshop bonus)

Board Approved:



# FALLSBURG LIBRARY

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## Pandemic Response Plan

**PURPOSE:** The Fallsburg Library has adopted this Pandemic Response Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

The primary goals of Fallsburg Library's Pandemic Response Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations.

The Pandemic Response Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving communicable disease threatening to impact or immediately impacting the library's staff, trustees, volunteers, and/or community members.

### ADMINISTRATION

The Library Director, as authorized by the Board of Trustees, administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Board of Trustees' President and/or other library employee as designated by the Director or appointed by the Board of Trustees.

### DEFINITIONS

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by the Fallsburg Library, regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the Library but not an employee of the Fallsburg Library
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Fallsburg Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the Library.

- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the Fallsburg Library, OR tasks that are not vital or necessary to the safety or operational needs of the Library.
- **Communicable Disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

## **ESSENTIAL EMPLOYEES OR DUTIES**

In the event of a state-ordered reduction of in-person workforce, the Library Director shall be designated as an Essential Employee and is permitted to be physically present at the Fallsburg Library to perform tasks essential to their job or the operations of the library building including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. This employee or contractor is permitted to be physically present at the Fallsburg Library to perform only the designated essential tasks as assigned.

## **TELECOMMUTE/WORK FROM HOME**

In the event of a state-ordered reduction of in-person workforce, the Fallsburg Library's Remote Work Policy will be implemented.

All employees, whose duties and routine tasks require the use of a computer and/or internet access will be provided library-issued equipment necessary to perform those duties and tasks.

The Director will provide instructions for downloading/installing any software for employees to perform their duties remotely. The Director will also provide instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description.

## **IN-PERSON REPORTING**

The Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Fallsburg Library remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the Fallsburg Library without authorization from the Director.

## **PERSONAL PROTECTIVE EQUIPMENT**

PPE as required by local, state, or federal laws or Executive Orders will be provided by the Fallsburg Library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or



federal laws or Executive Orders and CDC and OSHA regulations. The Fallsburg Library will NOT reimburse employees for their own optional PPE expenses.

The Fallsburg Library will provide any necessary training for mandated PPE including proper use and disposal.

The Fallsburg Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Director will monitor PPE supply levels and replenish the supply as needed in accordance with the Library's Procurement Policy.

Failure to comply with PPE mandates may result in disciplinary action.

## **EXPOSURE TO COMMUNICABLE DISEASE**

If required by local, state, or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

In the even an employee is exposed to a known case of the communicable diseases that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the following procedures will be immediately implemented:

- The employee must not report to the Library or they must leave the premises immediately, if already at work, and notify the Director.
- The Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Director and the employee will determine which areas of the Library are now considered "contaminated" and need to be immediately closed.

## **Cleaning Contaminated Areas**

- The Library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- Fans/HVAC system will be temporarily turned off in the affected area so that the particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed, and disinfected including office or circulation space, bathrooms, common areas, shared electronic equipment like computers, tablets, keyboards, and other office supplies.
- The area(s) will be cleaned by the contracted cleaner using appropriate cleaning supplies/disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, it (they) can be opened for use.
- The Library will continue routine cleaning and disinfecting and logging these activities as recommended.

## **Contact Tracing**

Board Approved:

The Director will adhere to local and state guidance regarding Contact Tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease.

The Director will keep the health status of employees confidential.

### **Compensation**

The Fallsburg Library will adhere to all local, state, or federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

### **Returning to Work**

- If an employee is exposed to the communicable disease or exhibits symptoms of the communicable disease, they must follow all local and state health department directives which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- If an employee has a suspected or confirmed case they must not report back to work until they have met all of the following criteria in consultation with a healthcare provider and in accordance with local, state, and/or federal criteria specific to the communicable disease.
- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during Contact Tracing.

### **Mitigating Risk**

Reporting to work following a known-exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work as defined above will be considered a violation of library policy and may result in disciplinary action.

The Fallsburg Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

### **CONTINUATION OF OPERATIONS**

In the event of a declared public health emergency involving communicable disease, the Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of the library staff and community.

- Assess the emergency declaration as it relates to the library's facilities, materials, staff, or community.
- Notify the appropriate persons including employees and the Board of Trustees
- Determine the next steps, with the information available, regarding:

- Services or service points
- Hours of operation
- Personnel
- Draft a press release or statement to the public
- Document in detail the sequence or timeline of events before, during, and after the declared public health emergency
- Prepare for recovery

## **COMMUNICATION**

Once approved by the Board of Trustees, this Pandemic Response Plan will be published in a clear and conspicuous location at the Fallsburg Library and on the Library's website. A copy will be provided to all employees.

## **ONGOING USE EVALUATION**

This Pandemic Response Plan was created, as required by law, with the health and safety of the Library's employees and community as the top priority.

The Pandemic Response Plan will be evaluated annually by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding Fallsburg Library's Pandemic Response Plan should be directed to the Director.



# FALLSBURG LIBRARY

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## REMOTE WORK POLICY

“Remote Work” is work performed in furtherance of routine duties at places other than the Fallsburg Library’s address (excluding business travel, outreach, and presentations).

Fallsburg Library uses two types of Remote Work:

1. When determined per ADA regulations to be a reasonable accommodation
2. Remote Work during an emergency

Remote Work as a reasonable accommodation is governed by Americans with Disabilities Act (ADA) and New York State laws and will be granted on a case by case basis when feasible by the Library.

### SECTION I: REMOTE WORK DURING AN EMERGENCY

Remote Work during an emergency is a temporary way to continue essential Library operations and sustained service to patrons. During an emergency, the Library may require employees to work remotely. To the greatest extent possible during the emergency, the Library will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, notify the Library Director by telephone as soon as possible. If you have been ordered to work remotely, do not report to the library site, even if there are technical concerns, unless directed to do so.

For the purposes of this Policy, an “emergency” is determined solely by Fallsburg Library.

### SECTION II: REMOTE WORK PROGRAM

All remote work schedules/hours must be pre-approved by the Library Director. The employee is expected to self-report their time worked and spent on specific tasks in a Word or Excel document, and provided weekly to the Library Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Library Director.

Errands, home maintenance, and all other non-work related activities are prohibited during the employee's work hours, unless approved by the Library Director, and accounted for appropriately on the employee's timesheet.

If all goals are not met and corrective action is required, suspension of remote work eligibility may be required.

## ELIGIBILITY

Each employee's schedule must be coordinated through and approved by the Library Director to ensure that there is continuity and coverage. Employees may be required to work a schedule combining in-person and at-home hours. Some positions will not be able to participate based on business needs and other criteria.

## EQUIPMENT AND TOOLS

Employees lacking the necessary equipment may put in a request to borrow Fallsburg Library equipment. If granted, the employee and Library Director will sign for the equipment, each keeping a copy of the form.

Office supplies may be obtained at the Library on request. Out-of-pocket expenses for office supplies will not be reimbursed unless approved in advance and in writing.

The use of equipment and software provided by Fallsburg Library for use at the remote work location is limited to the employee for purposes relating to Library business. All Library provided equipment, data, information, and resources remain the property of Fallsburg Library.

If the employee is unable to log into the computer system, or otherwise connect to required software within one hour during the schedule work time, the employee must inform the Library Director and likely return to the Library. Failure to do so will result in an absence and necessitate the employee's use of their PTO.

## REQUIREMENTS

Employee will establish an appropriate work environment within his or her home for work purposes that is free from distractions. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Fallsburg Library will not be responsible for costs associated with the setup of employee's home office.

Remote work productivity and performance must be effective and this policy should not create inequity for other employees. If performance is not being met by the individual, as observed by the Library Director, the necessary changes to an individual schedule will be made, possibly including but not limited to returning the individual to a schedule and work location that best serves the business needs of the Fallsburg Library.

Consistent with the Fallsburg Library's expectations of information security for employees working at the Library, employees working from home will be expected to ensure the protection of information

accessible from their home office. Steps include use of locked file cabinets and desk, regular password maintenance, and any other steps appropriate for the environment.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the timesheet (Word or Excel document discussed above) and provide these timesheets weekly to the Library Director.

#### PERFORMANCE EXPECTATIONS & EVALUATIONS:

Employees participating in Remote Work are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee and the Library Director, and according to job expectation and description.

A decline in performance may be grounds for removal from Remote Work participation and/or disciplinary action up to and including termination.

Participating employees will be required to meet in the office as necessary, appropriate, or requested. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.