

Onondaga County Public  
**\* Libraries**

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MINUTES  
OCPL Board of Trustees' Meeting  
May 8, 2020  
Virtual Zoom Meeting  
11:00 a.m.

**ATTENDING**

G. Biesiada	J. Hurst-Wahl
T. Dodge	E. Kochian
S. Edelstein	R. Engel
C. Ondrako	

**ABSENT**

B. Morgan-Baker	M. Tucci
R. Manning	

**ALSO PRESENT**

C. Zabriskie	L. Friedman	N. Rossi
G. Cox	Q. Gardner	G. Rusaw
J. Anderson	K. Hayduke	T. Sahn
T. Antoine	A. Horan	A. Schiavulli
L. Bankert	C. Johnson	C. Seiter-Dewey
R. Battelle	T. Kelly	S. Shoemaker
J. Bleich	K. Lighton	J. Silbiger
S. Bond	R. Maguire	D. Smith
M. Carter	D. Marmor	J. Teska
K. Coffta	V. Massulik	A. Thorna
L. Cox	M. McDermott	J. Milligan
D. Dell	S. Modrow	N. Marquis
C. Diede	C. Moore	J. Rittell
R. Dunsmore	A. Perrine	A. Travis
O. Edwards	M. Roche	M. Van Patten
W. Flynn	S. Rorer	G. Wisniewski

**WELCOME**

Ms. Hurst-Wahl called the meeting to order at 4:00 p.m.

**CONSENT AGENDA**

Ms. Biesiada moved the consent agenda  
Mr. Dodge seconded; motion passed unanimously.

**REOPENING PLAN**

Mr. Zabriskie reported on his recent conversations with Mr. Donnelly in the County executive's office to provide a detailed plan about curbside services. He worked with Ms. Marmor to get the curbside services plan together to present to the County Executive the following day.  
The OCPL Leadership Committee has been meeting virtually on a regular basis to prepare a reopening plan. He has also been in very close contact with the union where they reviewed the plan, gave their input, and then gave it a go ahead.

Mr. Zabriskie gave the following highlights of the current Phase 1 reopening plan:

- Taking temperatures of employees
- Providing masks and gloves for employees
- Safety and security measures that will be in place
- Curbside service will be a no/very low contact service
- Curbside Hours: 12-5, Monday-Saturday
- Duration of curbside service: will be reevaluated at 2 weeks intervals
- Curbside materials: limited to one bag per patron
- 72-hour quarantine of materials before processing and recirculating

He also mentioned additional items that are on order to prepare for the next phase:

- Disposable masks for patrons who don't have one
- Breath Guards
- Tape for directional paths and safety distances
- Stanchions for new spacing areas

Mr. Zabriskie thanked OCPL's Communication department for providing a great communication plan. Communication about various library services will be coordinated for the whole system, so everyone will be given the same information at the same time. Ms. Coffta stated there will be a website landing page that will let the public know what libraries are open and offering what services with updates as much as possible.

Mr. Zabriskie explained type of one's library dictates what phase the State would allow that particular library to begin services of any kind. Mr. Johannesen from the New York Library Association (NYLA) has been in touch with the State Library to receive some clarity from the Governor's Office to see where certain libraries would fall. This information has been shared with the County executive's office and they are willing to help with obtaining a waiver so all libraries in Onondaga County would have the option to provide some type of service. If a waiver is not granted, the County will make sure to explain to the public why some libraries are not able to open up at this point in time.

There was further discussion on the following topics:

- Circulation/Holds>Returns: It is all still a work in progress and all plans are fluid at this point in time.
- How will curbside services for city branches with no vestibule work? Mr. Zabriskie mentioned the possible use of a table outside to establish a "vestibule", so patrons are not entering the library building itself. If the library is not able to establish a vestibule, we are looking into a possible holding zone for those locations. It is still a work in progress, since the best curbside location will vary depending on the layout of each individual library. We will also have to take into consideration the airflow at the Central and city branch locations.
- Staffing: Mr. Zabriskie stated we will be very tight on staffing with part-time staff being furloughed at this present time. In trying to follow best practices in

keeping staff as safe as possible they are working with the union to potentially see if we can temporarily relocate some Central staff to the branches. Best case scenario would be to have 2 groups of staff at each location to work 2 weeks in the building and then 2 weeks from home to cover the incubation period. However, that would be extremely challenging to make that work. They are looking into various scheduling options.

1) Staffing Concerns:

- a) Returning to the workforce: an employee who may be reluctant to return to work for fear of contracting COVID-19. Mr. Zabriskie noted that these concerns are being addressed through the union. In regard to Matilda's Law, it states anyone over age 70 should stay home.
  - b) Childcare: Employees who would need daycare in order to return to work.  
Mr. Zabriskie mentioned they are looking to see if library staff would be able to use the daycare the County has set in place for essential employees. However, that poses another set of concerns with their children being exposed with first responder's children and would that potentially put them at a higher risk. We are obtaining more information on this.
  - c) Part-time staff: Any discussions on bringing them back? Mr. Zabriskie has not heard anything about when or how many would be returning.
  - d) Staff training and reorientation for Central and city branches: A no-contact training for curbside services and for safety measures that will be put in place.
- Curbside service for member libraries: Mr. Zabriskie noted they have been sharing advice back and forth, and has provided the member directors with OCPL's plan for their reference.
  - Sanitation plans: county facilities is working on a plan with the library much like the one they are using for the Civic Center
  - Mr. Zabriskie was asked by the NY Public Library if he would be willing to share OCPL's re-opening plan. This plan has already been shared with PULISDO, NYS Library and NYLA.  
Ms. Biesiada gave kudos to Mr. Zabriskie for all his hard work in getting this plan organized up and running. Mr. Zabriskie thanked the staff for all their valuable input to get this document completed.

Mr. Kochian moved to adjourn.

Ms. Hurst-Wahl adjourned the meeting at 11:56 a.m.

Gail M. Cox  
Administrative Assistant

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 Fax 315-435-8533 www.onlib.org Christian Zabriskie, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch