



**Katonah Village Library Board Meeting Agenda**  
***Monday December 28, 2020, 7:30pm***

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM *November 23, 2020*
- III. FINANCE REPORT (Dwyer)
  - a. ACTION ITEM: APPROVAL OF POLICY GOVERNING THE RESERVE FUND
- IV. DIRECTOR'S REPORT (Attached below)
- V. ACTION ITEM: APPROVAL OF EMERGENCY RESPONSE PLAN AND REMOTE WORKING POLICY
- VI. DEVELOPMENT COMMITTEE (Wong)
- VII. BUILDING AND GROUNDS (Mamo)



**KATONAH VILLAGE LIBRARY**  
*We are Community . . .*

## *Director's Report November 24-December 23, 2020*

### **IT Infrastructure**

This month, Heather Flourney (library's in-house technician) and I have been focused on Katonah Library's new tech installation. It has been a slow process due to covid (multiple zoom meetings with library blueprints), complicated by confusing directives from WLS IT. The new erate funded network is up and running: Verizon FIOS, Wifi access points, cabling, routers and the firewall have been installed. However, we are continuing to operate with two networks—the newly installed one *and* the original WLS network as well. Reasoning: I cannot get a direct answer from WLS regarding our email services. (In order for us to use our new Chromebooks, the admin associated with our emails needs to be in place. WLS has given mixed responses on whether we need to get a new email system.) Additionally, WLS requires a VPN tunnel to the county's catalog system (ILS). This has been problematic for our new firewall, and we have not been able to resolve this yet. Heather and I are meeting with the WLS-IT manager this week.

### **Grants**

-I was informed that our application for the Business First Grant was approved, and KVL will be awarded \$20,000 to be used to cover PPE expenses.

-Bedford 2030 informed me of an energy study grant through New York State Energy Research and Development (NYSERDA), which I applied for. A representative from Green Jobs/New York came to the library and spent several hours doing a walkthrough. I also provided them with twelve months' worth of energy bills. We will receive a comprehensive assessment on ways to maximize our energy, and recommendations for grants to reach these goals.

### **Holiday Fun**

The library took part in the town of Bedford's Gingerbread Hunt and also got into the holiday spirit with decorations and lights. This included a Holiday **I Spy** game: community children could look through the library's window to find specific holiday items. George, the library's custodian, was the main holiday decorator: a big thanks to him for bringing some light and levity to this often-dark time.

### **Meetings Attended**

Katonah Chamber of Commerce  
Development Committee Meeting  
Atlantic Westchester (HVAC)  
IT Options Committee (WLS Committee)  
Turn Key (5 meetings)  
Network Support (2 meetings)

# **Remote Working Policy**

## **Reducing Risk Through Remote Work**

### **Katonah Village Library**

Through assigning certain staff to work remotely, we can decrease crowding and density at work sites.

#### **Remote Work Protocols**

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications

#### **Employee Remote Work Policy and Agreement**

This policy outlines guidelines for employees who work from a location other than our offices. The goal of this Policy is for both employees and the Company to benefit from these arrangements. All remote work must receive prior written approval from the Library Director. Not all positions are appropriate or feasible for remote work.

Employees may work remotely on a permanent or temporary basis depending on business needs.

This remote work policy is only in effect due to the COVID-19 pandemic and public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Permanent remote work employees should indicate their primary working address in this remote working agreement. In case of transfer or relocation, employees remote work capability will be assessed on a case-by-case basis.

Remote work does not change the terms and conditions of your employment with Katonah Village Library.

## **Remote Working that Works**

In order for employee performance to not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space
- Have an internet connection that is adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest breaks and attendance schedules agreed upon with their manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Meetings with the Library Director will occur on Zoom or by phone.

## **Compliance with Policies**

Remote employees must follow all Company policies like their office-based colleagues. Examples of policies that all employees should abide by include, but are not limited to, the following:

- Attendance
- Confidentiality
- Data protection
- Employee Code of Conduct
- Anti-discrimination/Antiharassment/Equal opportunity
- Safety

## **Employee Remote Work Policy and Agreement**

Time Worked

Your assigned work schedule\* is            (e.g. Monday-Friday 8 a.m. to 5 p.m.). You will work remotely            (every day, M/W/F, every other Friday, etc.) during your assigned hours. \*This section specific to each employee working from home. You will sign in/out of ADP in real time for the start/end of your shift, and/or for lunch breaks\* if applicable.

\*Non-exempt employees must follow all applicable policies including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping. Off-the-clock work is prohibited under Policy.

### **Equipment and Expenses**

Remote employees will be provided with equipment that is essential to perform their job duties (when applicable.) VPN and Library-required software will be pre-installed on equipment. If equipment is not available and employees are instructed to use their own equipment for work, the Library may reimburse the employee solely for use, consistent with legal requirements and this policy.

Equipment provided remains Library property. The Library retains control over the property and reserves the right to monitor the use of Library property used at the remote location. Employees must keep Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. The remote worker will sign an inventory of all Company property received and agree to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure Library information, assets and systems.

#### **Specifically, employees must:**

- Keep their equipment password protected and protect their passwords appropriately to prevent any unauthorized access to the equipment or Library systems.
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious sites.
- Only download authorized software with prior approval.

Remote employees may also receive expense reimbursement to cover reasonable and necessary business-related expenses incurred (e.g. internet, shipping costs). In order to be reimbursed, Employee must follow Library's expense reimbursement policy in terms of required documentation. Please speak to your manager or the Library Director with any specific questions about the reimbursement policy.

Upon termination of employment, all Library property will be promptly returned to the Library, unless other arrangements have been made.

Staff Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

[Policy submitted to Board of Trustees of Katonah Village Library for approval on December 28, 2020.]

### **HEALTH EMERGENCY PLAN**

## PURPOSE

The Katonah Village Library has adopted this Health Emergency 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 Katonah Village Library's Health Emergency 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 Health Emergency Plan is designed to effectuate precautionary, response, and recovery measures to a public health emergency involving a 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 Health Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Library Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Library Supervisors.

## 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 Katonah Village Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of the Katonah Village Library.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Katonah Village 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 Katonah Village 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 Katonah Village Library to perform tasks essential to their job or the operations of the library 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 Library Director. This employee or contractor is permitted to be physically present at the Katonah Village 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 Katonah Village Library's Working Remotely Policy will be implemented.

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

The Library Director will provide instructions for downloading/installing any software for employees to perform their duties remotely. The Library 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 Library Director will coordinate the schedule for employees and contractors reporting to the library in-person to perform essential tasks so that the Katonah Village Library remains in compliance with any state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the Katonah Village Library without authorization from the Library Director.

### **PERSONAL PROTECTIVE EQUIPMENT**

PPE as required by local, state or federal laws or Executive Orders will be provided by the Katonah Village 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 Katonah Village Library will provide any necessary training for mandated PPE including proper use and disposal.

The Katonah Village 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 Library 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 event an employee is exposed to a known case of the communicable disease 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, if already at work, they must leave the premises immediately and notify the Library Director.
- The Library Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Library Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Library 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 area(s) so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as

computers, tablets, keyboards and shared office supplies, will be cleaned, vacuumed and disinfected.

- The area(s) will be cleaned by an approved cleaning vendor that has been trained in appropriate disinfectant techniques that meet all Federal, State and Local government standards in OSHA and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- The library will continue routine cleaning and disinfecting and logging these activities as recommended.

### **Contact Tracing**

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

The Library Director will keep the health status of employees confidential.

### **Compensation**

The Katonah Village 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.

- If an employee has a suspected or confirmed case, they must not report back to work until they have met all of the required 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 Katonah Village 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/Employee Handbook for reporting an absence.

### **CONTINUATION OF OPERATIONS**

In the event of a declared public health emergency involving a communicable disease, the Library 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 and 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 Health Emergency Plan will be published in a clear and conspicuous location at the Katonah Village Library and on the library's website. A copy will be provided to all employees.

## **ONGOING USE EVALUATION**

This Health Emergency Plan was developed as required by law with the health and safety of the library's employees and community as the top priority.

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

Questions or concerns regarding Katonah Village Library's Health Emergency Plan should be directed to the Library Director.

Policy submitted to Board of Trustees of Katonah Village Library for approval on December 28, 2020.]

**Katonah Village Library**  
**Board Meeting Minutes**  
**Nov. 23, 2020**

## **Regular Meeting (held virtually via ZOOM platform)**

**Call to order** (Virginia Lanigan) at 7:35 p.m.

**Present:** Barbara Chintz, Amy Drucker, Mike Dwyer, Mary Herrnstadt, Rhea Johnson, Virginia Lanigan, Susan (Popovic) Hayes, Ian Shaw, Joe Tropiano, Jennifer Versacci, Vienna Wong

**Absent:** Tony Mamo, Craig Intinarelli

### **Approval of Minutes**

Minutes from the Oct meeting were approved without exception.

### **Finance Report (Mike Dwyer)**

Finances as of end-of-month October reveal no changes or surprises since finance status reported at last month's meeting.

Mike walked trustees through the 2021 KVL budget document.

#### **ACTION ITEM:**

**Motion to Approve KVL 2021 Budget** as presented by Mike Dwyer was made by Virginia and seconded by Joe. Motion passed unanimously.

### **Director's Report (Mary Kane) See attachment**

Mary is pausing by-appointment browsing at KVL because COVID infection numbers have continued to increase in our area, and there have been recent outbreaks among staff in WLS member libraries.

### **Development Committee (Vienna Wong)**

2020 Annual Appeal has grossed \$95K since its launch on Oct. 7, (that number includes the \$25K "matching challenge" gift from the Durst family.)

### **Building and Grounds (Tony Mamo)**

Marchetti Consulting Engineers has begun their assessment of the library's HVAC system.

### **Nominating Committee (Susan Hayes Popovic)**

After reviewing applications and conducting interviews, the Committee has chosen the following two individuals to nominate as KVL Trustees for start-of-term January 25, 2021: Cassie Coccaro and Susan Hassett .

**ACTION ITEM:**

Motion to approve Cassie Coccaro and Susan Hassett to join the board in 2021 was made by Virginia. Rhea seconded. The Board approved the motion unanimously.

**Board went into Executive session 7:56 and resumed regular meeting at 8: 20pm.**

**\*\*\*Board Meeting adjourned at 8:55 pm.**

**The next Board Meeting is Monday, Dec.14, 2020 at 7:30 PM.**

**Please see Director's report attached below.**

Respectfully submitted,  
Barbara Chintz, Secretary