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Westchester Public Library
Board of Trustees
Minutes
November 12, 2020

A regular meeting of the Westchester Public Library Board of Trustees was held on Thursday, November 12, 2020 at 7:00 pm. This meeting was held electronically due to the current public health emergency.

Board members present electronically were: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, Abbe Trent, and Rondi Wightman.

Also present at this meeting electronically were Library Director Lisa Stamm, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, Thomas Kuhn of CSK Architects, and one member of the public.

This meeting was called to order by Board President Nick Tilden at 7:01 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the October 8, 2020 regular Board meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to approve the Financial and Statistical Reports as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Michael Livovich to approve the Register of Claims and Warrants for the time period of October 9, 2020 to November 12, 2020 as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Service highlights were related from the past month featuring positive feedback and gratitude expressed by patrons regarding their Library experiences. Board games and toys are back into circulation and may now be put on hold, and many families have since checked out these items.

October statistics show that 12,234 people visited the Library during the month. Staff created 6 virtual programs with 341 views and held 28 in-person programs (outdoors with masks and social distancing) with 308 attendees. Staff answered 123 reference questions and 97 tech help questions. The facebook challenge engaged 118 people. Thomas Branch issued 62 library cards, Hageman issued 10 library cards, and three Scholastic cards were issued. Graphs showing materials circulation statistics are included in the Board documents.

The interior double doors at the main entrance of Thomas Branch required repair as the overhead door-closer pneumatics had begun to drip oil and malfunction. Since the pneumatics are housed inside the tops of the doors (versus the external "elbow bar" pneumatics that the Maintenance Department can

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replace for a nominal cost), and since the overall components are outdated and parts are hard to find, the doors cannot be retrofitted. Tri-State doors completed the internal pneumatic repair at a cost of \$1,547.04.

There is evidence that HVAC functions may help to decrease indoor exposure rates to airborne pathogens such as Covid-19 and other illnesses. In an effort to provide “cleaner” air circulating indoors this winter, and as part of the annual HVAC service contract renewal with Precision Controls, the filters were upgraded to Minimum Efficiency Reporting Value (MERV) 13 from previous MERV 7 filters. The higher the rating, the smaller the particles that are trapped by the filter. These new MERV 13 filters are on backorder, and Precision Controls hopes to receive and install them in the next few weeks.

The holiday lights strung in the large coniferous trees at Hageman were over six years old, and the wiring had become brittle and was breaking upon movement. These old lights were for standard use, not commercial grade, and they were replaced with sturdy, commercial grade lights. Ellis Electric performed the work at a cost of \$1,480.

Also at Hageman, the ropes on the flagpoles were rotting and determined to be an inappropriate type of rope for flagpoles. The ropes were replaced with specially-coated ropes that are graded for outdoor flagpole use. Also replaced were the mechanical pulleys which were failing. Ellis Electric performed the work at a cost of \$765.

A patron family recently informed staff that their household is experiencing bed bugs and that they had some Library materials in their possession during this time of infestation. They were advised on how to return these borrowed materials and to keep the Library apprised of their status so they may again have full borrowing privileges. Director Stamm worked with Managers on incorporating consistent reminders, more training, and first-steps guidance to address bed bug issues.

The second annual formal In-House Use Statistics Week was conducted toward the end of October. This involved asking patrons to leave out any items they have browsed or used while inside the Library rather than re-shelve these materials themselves so staff can tally in-house use of materials. Due to the shutdown and lower traffic resulting from Covid-19, in-house use statistics were lower and will be lower overall this year. The Indiana State Library has made it clear that stats and other requirements for 2020 will get a pass, extension, and/or note of modification due to the pandemic.

Curbside Pickup will continue, and the process is being adjusted to implement additional safety measures during inclement, winter weather. These safety measures include determining shortest and safest routes, planning for extra amounts of road salt, and moving the Hageman Pickup parking spots to the front of the building so that staff do not have to navigate the steeply-sloped areas behind the branch. Patrons may continue to use Curbside service as it currently is; that is, picking up their materials from the designated crates. However, starting now, patrons have the option to pop their trunks and staff will deposit their materials into the trunk and close the trunk. Staff will not go to open car windows to deliver materials, and social distancing will be maintained at all times. Curbside staff will follow additional guidelines, and Director Stamm has made it clear that safety is first.

Interactive virtual programming via Zoom is now being offered since the cold weather does not allow for outdoor in-person programming. Several photos were provided in the Board documents showing behind-the-scenes setup for a Zoom program. Director Stamm provided information detailing all the work that has been going on in the production of interactive virtual programming. These productions will be taking place in the service center kitchen, and a green screen and backdrops have been

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purchased for the productions. It was noted that there are people attending the Zoom storytimes who did not attend the in-person programs.

During this pandemic, the Library has periodically had staff out of office because they may have been exposed to Covid-19 or they showed symptoms that may be Covid-19. Some staff have now used all of their FFCRA time and will use the Library supplemental two-week sick leave time as provided by the Employee Coronavirus Sick Time Temporary Policy if they have to miss work for testing and/or recovery going forward. Director Stamm asked the Board how they would like to handle the situation of employees who run out of FFCRA and utilize the Library supplemental two-week sick leave and then find it necessary to take more sick leave due to the pandemic. As it stands, funds are currently available to provide additional supplemental sick leave if it is needed. Board members discussed this topic at length. A motion was made by Abbe Trent to amend the Employee Coronavirus Sick Time Temporary Policy to give Director Stamm the discretion, on a case-by-case basis, to extend the time period for up to two additional weeks of supplemental paid sick leave. This amendment would be valid through calendar year 2020. Mike Livovich seconded the motion. All voted in favor, and the motion passed. On behalf of the staff, Director Stamm expressed her appreciation of the Board's support.

Lately, staff have asked what to do if they suspect they have a common cold or flu. Staff were advised they must make the best, most informed decision about whether or not to be tested for Covid-19 if they believe all they have is a cold or flu. It was reiterated to staff that if they have a cold or flu, they shouldn't come to work irrespective of the pandemic. They were also reminded they should be taking their own temperatures daily to know their baselines and paying attention to their Covid-19 related safety behaviors both inside and outside the Library.

In October, an additional \$342.62 was spent on pandemic-related expenditures. This was spent primarily on Zoom programming necessities and on cleaning supplies. The total expenditures to date for pandemic-related supplies is now \$13,318.86.

The only staff change for the month is the promotion of Dan Hatch to IT Manager from his previous position of IT Assistant.

Old Business

There was no Old Business to discuss.

New Business Needs Assessment

Thomas Kuhn of CSK Architects provided Director Stamm with proposals and fees for their architectural and engineering services for the preparation of detailed plans, drawings, and project manuals for the first of the Needs Assessment projects: the Hageman roof and Thomas HVAC replacement. The Reroofing of the Hageman Branch Library fee was \$2,600; and the HVAC Renovations at Thomas Branch Library fee was \$68,500. These proposals were part of tonight's Board meeting documents.

Mr. Kuhn was present electronically at tonight's Board meeting to answer any questions Board members had regarding his proposals. Mr. Kuhn reminded the Board that these are professional fees only and do not include the actual materials or labor involved in completing the projects. Mr. Kuhn stated that the initial work of creating highly-detailed architectural drawings ("blueprints") of the projects appear high initially, but once all these drawings are complete, they will be used for other construction or renovation projects that are part of the Needs Assessment analysis. According to Mr. Kuhn, the projects can be bid on, but a contract would not be entered into until the funding is approved.

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After discussion, the Board decided to table taking any action on this matter until next month's meeting. It was noted that the money is available in this year's budget to afford the CSK fees for the two projects discussed at tonight's meeting.

Public Comment

There were no public comments at this time.

Other Business

There was no other business at this time.

The date of the next regular Board of Trustees meeting will be Thursday, December 10, 2020 at 7:00 pm at the Baugher Center.

Drew Rhed made a motion to adjourn this meeting at 8:45 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary