

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on June 11, 2020, at 7:03 p.m. The meeting was held online via video conference (using Zoom) as permitted under amended, Substitute House Bill 197. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, and Deborah Yue. Jenefer Machovina was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

There were no adjustments to the agenda. There were no public comments.

2722-20
Approve minutes
of regular
meeting

Rebecca Schaltenbrand moved and Deborah Yue seconded Resolution No. 2722-20, approving the minutes of the regular meeting of May 14, 2020.

Call for Vote: All Ayes Motion Carried

2723-20
Approve minutes
of special
meeting

Steve Parsons moved and Betsey Bell seconded Resolution No. 2713-20, approving the minutes of the special meeting of May 21, 2020.

Call for Vote: All Ayes Motion Carried

2724-20
Approve minutes
of special
meeting

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2724-20, approving the minutes of the special meeting of May 29, 2020.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie noted that the PLF is only down 12 percent through the end of May. We just received notification that the June PLF check will be 14 percent down. Many were projecting a decrease of 30-35 percent, so this is good news. Lorie touched on the Expense Report and inquired if there were any questions. Lorie reallocated health insurance costs and payroll through June. We will be getting a 4 percent increase in health insurance costs. Lorie detailed that the Check Report shows which payments are done electronically (M), and which ones were by check.

2725-20
Approve Fiscal
Officer's Report

Betsey Bell moved and Steve Parsons seconded Resolution No. 2725-20, approving the Fiscal Officer's May 2020 report and financial statements.

Call for Vote: All Ayes Motion Carried

Gifts:

William noted that there were two gifts to the Library, as follows:

\$75.00 from Avon-on-the-Lake Garden Club in memory of Lois Boeddener, Janet Coffey, Beverly Jaroscak, Ruth Mauer, Ruth Meyer, Marion Russell, Phyllis Sedar, Alfreda Taylor, and Kay Usher present and former members that have passed away in the last year.

2159-20

\$100.00 from Mary Crehore to the Endowment Fund in loving memory of Catherine Nowak.

Total of \$175.00 to the Library and Endowment Fund.

2726-20
Accept Gifts

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2726-20, accepting gifts of \$75.00 to the Library and \$100.00 to the Endowment Fund.

Call for Vote: All Ayes Motion Carried

Director's Report:

William advised that the curbside pick-up is going well, and we extended our evening hours until 8:00 p.m. This still allows time for preparing for the next day. Friday and Saturday curbside pickup hours are still 10:00 a.m. – 4:00 p.m. We have reactivated e-mail and text notification, and found this to be an effective way to communicate. William noted that we now check items out when the patrons arrive. There was some confusion with due dates, and this has remedied that problem.

William stated that the Adult and Children's Departments are now offering bundles to interested patrons. We are getting a lot of questions concerning reopening, just a lot of curiosity.

William detailed Summer Reading program "Read 20 in 20". Participants read 20 books over the summer. We worked with all the schools who participated with us last year, and they were open to sending home information. We did so at the end of the year.

William touched on the Library logo for the car magnet that will be distributed to patrons. The design which features an outline of the state of Ohio with a small heart placed where our Library is located was designed by Shea Allmont.

Statistics:

William noted that we were closed from March 14 through May 12, and we started off in January and February with good numbers. The last Saturday, May 10, we were one of the only Libraries open, and we had a big crowd and a great deal of activity. William touched on a big increase in wireless usage. Our first week of curbside service averaged 94 deliveries per day.

Unfinished Business:

None.

New Business:

William detailed the Library Reopening Protocols – Phase 2 – Open to the public for checkout only. William stated that a lot of libraries are opening with limited services. We

want to be very specific that we are open for checkout only. Additional services will be in Phase 3, which is tentatively starting on July 13. William noted a good majority of Libraries are looking at June dates. The 3rd Phase will be offering additional services; computer usage and Notary services. Phase 4 would be normal operations, which is quite a way down the road. In Phase 2, check out only, we will be interacting with the public. We will be answering questions. We are using the safety requirements for the Consumer, Retail and Service environments from the CDC. Refer to Library reopening protocols for more detail. We will be locking the north entrance so we can better control the amount of people entering. In the physical space, we have plastic barriers between staff and patrons. With our current configuration, we do not have to put a barrier between employees. At Circulation, we have one barrier for each desk with a cut out for conducting transactions. Additional signage will be placed throughout the Library. We will continue to quarantine materials for four days.

Discussion of Library capacity and OSHA compliant cleaning companies took place. Capacity of 70 (20 staff/50 patrons) was tentatively agreed upon. Betsey suggested validating these numbers against the numbers of stacks we have. The decision was turned over to William and the Management Team. Patrons entering will be counted; not determined yet if this will be automated or manual. In addition, we will separately monitor actual occupancy in the Children's Department. William will verify our cleaning company is OSHA compliant, otherwise he will confirm stand by scheduling with a suitable provider. As an alternative, William noted the Library could close for 72 hours if it was determined a deep cleaning was required.

Liability waivers were discussed, specifically when entering the Library and/or as part of the language on newly issued library cards. Rebecca requested William contact the County Prosecutor regarding pending legislation in the Statehouse and guidance on the liability waiver.

Additional signage will be placed throughout the Library and "six feet markers" will be added both inside and outside to encourage social distancing. The Library Re-opening Protocols will be clearly posted and enforced. Patrons who do not want to adhere to these guidelines will be directed to Curbside Pick Up.

With regard to contact tracing, William advised that OLC has recommended following State guidelines. We will continue to maintain and update all patron protocols. Changes to the Guidelines for Patron Conduct, were reviewed. After discussion it was determined that the guidelines will be amended and a specific policy for Covid19 will be created. William advised the Amended Guidelines and Covid19 Policy will be available for review at the July meeting.

Because the Board did not meet in April, the July and August meetings will not be cancelled, as has been done in the past. We will use the July meeting to assess the July 13th opening date and any other changes necessary as we continue to follow the State's guidelines.

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With no further business to discuss, the meeting adjourned at 8:30 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is Thursday, July 9, 2020.

Cheryl Arnold, President

Jenefer Machovina, Secretary