

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
April 13, 2020

CALL TO ORDER

FCPL Board President Keith McGrew called today's meeting to order at 6:10 p.m. The meeting was held online due to health concerns over the COVID-19 pandemic. Present at the meeting were Trustees Keith McGrew, Emily Schouten, Linda Wentzel, and Raenae Overmyer. Absent: Rachel Arndt, Linda Erp and Glenda Sayger. FCPL staff members present were Director Andrea Stineback, Business Manager Jo McCollough, Aubbee Branch Manager Carol Chileen, and Aubbee employees Amanda Gilbert and Melissa Reynolds. Library Attorney MacKenzie Breitenstein attended also. There were several from the public in attendance as well.

APPROVAL OF MINUTES

The March Board Meeting minutes were not available. They will be approved and signed at our next physical meeting.

APPROVAL OF FINANCES

The finances were presented to the Board for review. Linda Wentzel moved to approve the financials. Emily Schouten seconded, and the motion carried. The financial claims for the month of March will be signed at our next physical meeting.

NEW BUSINESS

Ratify Closure of Library Facilities due to COVID-19 Public Health Crisis

The library closed beginning March 16, 2020 due to restrictions placed on travel and work from Governor Holcomb during the COVID-19 Public Health Crisis. The governor has indicated possible reopening dates but that will depend on the continuing severity of the crisis. Emily Schouten moved to ratify the closing of all branches of the Fulton County Public Library until such time that the restrictions are removed, and we can reopen safely. Linda Wentzel seconded the motion, motion carried.

Resolution to Pay Bills with Prior Approval

Due to the restriction caused by the health crisis, Andrea presented a Resolution to Pay Bills with Prior Approval to the Board. This gives the library authorization to pay bills prior to the regular Board Meeting and therefore not fall behind on payments. Linda Wentzel moved to approve the resolution, and Emily Schouten seconded. The motion carried and will be signed at the next physical meeting.

Landscaping Quote

Sroufe Landscaping has turned in their annual outside maintenance cost quote. After some discussion and a suggestion that the Board do a walk-through of the area, Emily Schouten made a motion to pay for the regular maintenance and revisit the proposal for additional projects at a later time. Linda Wentzel seconded, and the motion carried.

COVID-19 Discussion

Andrea then opened the discussion on the current COVID-19 situation. Because the state is still under travel and essential business only restrictions, the library will remain closed until the governor lifts the restrictions. For now, Andrea is networking with other directors on what reopening will look like. Discussion touched on cleaning first, either professionally or using EPA approved cleaners; there are many resources and material on what we can and cannot do. Curbside service is a good first phase so patrons can get materials with minimal contact. We will need to plan on how we get materials to the patrons and how we receive materials back into the library. There will be a process on returned material in order to get the items back out to the public as quickly and safely as possible. Returns would be done in the outside drop box only, then put through a cleaning and quarantine period before being checked in. Our Fine Free status will begin when we reopen.

As far as staff safety, we discussed temperature taking upon arrival, but the staff needs to self-govern their health to ensure better control of the virus spreading. Plexiglass “sneeze guards” are a popular option that many of the essential businesses currently open are using and could be installed on the circulation desks. Hand sanitizer will be available at the entrance doors and circulation desks.

In looking forward, we also discussed how the process of allowing patrons into the building would work best. MacKenzie suggested marking out 6-foot distances with tape on the floor now, keeping it simple with clear instructions. Limited computer use, using appointments, distancing and possibly Plexiglass between, would be the next step the library would take. Carol Chileen suggested using Press’n Seal plastic wrap on the keyboards, which would be disposed of when the patron left and new placed before the next patron used the computer.

Mackenzie Breitenstein suggested that Andrea should sit down with the staff and come up with a plan. The Board would then approve a plan before we reopen. Keith McGrew suggested getting a subscription to Zoom, which was used for this Board meeting, and hold a Department Heads meeting.

OTHER BUSINESS

Attending staff and public individuals were then given the opportunity for questions and comments. There are varying and opposing degrees of concern over how precarious the current health situation is.

ADJOURNMENT

Keith McGrew adjourned the meeting at 7:05 pm.

Respectfully Submitted, Jo McCollough, Business Manager

Keith McGrew

Linda Wentzel

Glenda Sayger

Raenae Overmyer

Linda Erp

Rachel Arndt

Emily Schouten

Next Regular Board Meeting:

Monday, May 11, 2020 at **6:00 p.m.** via Zoom