

FULTON COUNTY PUBLIC LIBRARY/BOARD OF TRUSTEES MEETING
May 11, 2020

CALL TO ORDER

FCPL Board Vice-President Linda Erp called today's meeting to order at 6:02 p.m. The meeting was held online again due to health concerns during the pandemic. Present at the meeting were Trustees Linda Erp, Linda Wentzel, Raenae Overmyer, Emily Schouten, Glenda Sayger, Keith McGrew, and Rachel Arndt. Library Attorney MacKenzie Breitenstein was in attendance along with FCPL staff members Director Andrea Stineback, Business Manager Jo McCollough, Aubbee Branch Manager Carol Chileen, and employees Amanda Gilbert, Melissa Reynolds, Deb Whistler, Cathy Siders, Jeff Winterrowd and Beth Miller. There were several from the public in attendance as well.

APPROVAL OF MINUTES

The April Board Meeting minutes were read and approved after a motion by Linda Wentzel, seconded by Emily Schouten. The minutes will be signed at our next physical meeting.

APPROVAL OF FINANCES

The finances were presented to the Board for review. Linda Wentzel questioned the amount already spent in Taxes & Assessments. Business Manager Jo McCollough will look into it and report at the next meeting. Linda Wentzel moved to approve, Emily Schouten seconded, and the motion carried. The financial claims for the month of April will be signed at our next physical meeting.

NEW BUSINESS

Reopening Phases 2 & 3 Discussion: including curbside hours, scheduling, computers by appointment, document services

The initial phase of reopening will be doing curbside services beginning May 18, 2020. Hours will be shortened to Monday, Wednesday, Friday and Saturday 10:00 am to 3:00pm and Tuesday and Thursday 11:00am to 6:00pm. Requests will be made by phone or through our website, limited to 5 items per request. Staff will pull the items, check them out and inform the patrons that they are ready. Patrons will park in a designated space. Staff will put the items in a plastic bag and hang on the corresponding hook outside the building. Patrons may then come up to the building and collect their items. Items will have to be picked up at the library where they are located as we will not be transiting at this time. No items are to be manually accepted for return or donation. Patrons must continue to use the outdoor book returns.

Discussion ensued and understandably took up most of the meeting. Only staff will be allowed in the building at any time. Staff will be monitored for temperature and respiratory questions with each staff member being recorded on a separate sheet. In regards to the shorter hours, it was considered necessary due to the amount of people needed at one particular time. We don't have enough staff, especially at the branches, to do regular hours. Non-circulation staff may work in the building as long as they can maintain social distancing and wear a protective mask in all public areas of the building. People could work in their own office without wearing a mask but must put one on before leaving their office.

No newspapers will be circulated because of sanitation. The Board asked the staff to look into online newspapers. All public seating will go into storage. Other suggestions included changing air filters monthly and turning off public drinking fountains. Kleenex boxes should not be shared. It was also pointed out that the governor asked all government buildings to install Plexiglass sneeze guards.

Several motions were then made. Linda Wentzel moved to approve the written plan presented, beginning with curbside service only May 18th. Glenda Sayger seconded the motion and the motion carried. Emily Schouten moved to follow the CDC Coronavirus Disease 2019 health and safety measures for all employees, including wearing a mask at work, maintaining social distancing and frequent hand washing. Rachel Arndt seconded and the motion carried. Glenda Sayger made a motion to change air filters monthly, turn off the drinking fountain until further notice, remove Kleenex boxes that could be shared by

more than one person and to install temporary Plexiglass at work stations that would be dealing with the public. Rachel Arndt seconded the motion and it was approved.

In discussing target dates for the next phase, appointments for computer use should be delayed until at least June 1st to see how our curbside service works out and see if there are any changes in the community infection rate with businesses slowly reopening. Document services would not start until we allow computer use. There was a concern over handling money voiced.

Following the appointment phase, we will be discussing allowing a limited number of people in the building after July 4th. We could possibly close the stacks to the public to lessen surfaces touched as there is really no good way to sanitize a large number of books after each patron. Action on the next phases was tabled until the June 8th meeting.

OTHER BUSINESS

We were reminded that buildings with their own wells should bleed pipes according to instructions when being turned on again. One staff member has tried the Press'n Seal on a keyboard and states that it works very well. She suggested wrapping the phone with it too. There were no comments offered by the public or other staff members present.

ADJOURNMENT

Linda Erp adjourned the meeting at 7:00 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, June 8, 2020 at **6:00 p.m.** via Zoom or in the Indiana Room.