

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
APRIL 28, 2020

TCPL Board Members Present: Luca Maurer, President; Don Trotter, Thompson Terry, Blix Taetzsch, Jamie Loehr, Shelley Wong, Anthony Martinez, Liam Murphy, Ingrid Jensen, Nina Miller, Nina Scholtz, Jason Moore, Martha Hardesty,

Board Members Excused:

Also Present: Annette Birdsall, Library Director; Michelle Benjamin, Business Manager; Suzanne Smith Jablonski, Foundation Executive Director; Amanda Champion, County Liaison; Laura Larson, Foundation Board Liaison.

PUBLIC COMMENTS

None

With a quorum now present, meeting convened at 4:02 p.m.

ACTION ITEMS

APPROVAL OF AGENDA DOC 20-28

A **MOTION** was made by B. Taetzsch and seconded by M. Hardesty to approve the agenda. Approved unanimously.

APPROVAL OF FEBRUARY 25, 2020 DRAFT MINUTES DOC 20-29

A **MOTION** was made by I. Jensen and seconded by J. Moore to approve the minutes. Approved unanimously.

RATIFICATION OF MARCH BILLS Previously approved by Executive Committee

The Executive Committee presented virtually, the approval of the March bills at the March 17, Finance & Personnel Committee meeting. I, Treasurer, Thompson Terry, in keeping with New York State Education Law, certify that I have reviewed payrolls #5 dated 2/27/20, #6 dated 3/11/20 totaling \$108,662.16. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment March 2020 bills in the amount of \$192,185.40 as listed in Abstracts #7, #8 and #9.

APPROVAL OF BILLS

I, Treasurer, Thompson Terry, in keeping with New York State Education Law, certify that I have reviewed payrolls #7 dated 3/26/20, #8 dated 4/9/20 and #9(includes Supplemental) dated 4/23/20 totaling \$174,251.35. I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment April 2020 bills in the amount of \$185,138.95 as listed in Abstracts #10, #11, #12 and #13.

DIRECTORS REPORT

Director Birdsall distributed TCPL's Phased Reopening Plan, Security Requirements Documentation and an estimate of the anticipated financial impact of Covid-19 on our Library. The County was predicting a 25% cut to both third and fourth quarter allocations; both organizations that provide philanthropic support for the library suspected varying levels of revenue loss, and state, town, and city, all anticipated 20-25% reductions. She discussed the immediate reductions to begin preparing for this economic crisis, including a hiring freeze, and limits on all non-essential spending. Actual savings were estimates only as actual income reductions are unknown. The financial predictions led TCPL to apply for the Paycheck Protection Program Loan in the second round due to this significant change. Birdsall then took a few moments to acknowledge Jason Moore, Michelle Benjamin, and Mary Mckeeon's considerable efforts to complete the loan process between 2pm Friday and 8am Monday to meet loan eligibility requirements. She then thanked staff for moving TCPL's services and resources online, and removing barriers to library card access so that our Library community would continue to be served despite the building closure.

Financial Impact of Covid-19

At this time, we cannot know the full financial impact of Covid-19; however, we do know there will be one. Tompkins County is in the midst of a mid-year review; the Foundation has changed the scope and messaging around their Fundraising efforts; the Friends have canceled their spring sale, sales tax revenue is down. We know the longer PAUSE is in effect, the more likely additional financial cuts will be.

Given that Tompkins County has already instituted a hiring freeze, vehicle purchase freeze, and travel reduction in their work force, I am proposing the following actions to help us prepare for 2020 mid-year funding reductions and 2021 budget decreases.

Our highest priority is to support current staff in providing library service to patrons. We carry a fund balance to weather unpredictable financial loss, so steps taken to mitigate should reflect known need and reasonable caution.

There will be additional costs associated with operating a library that protects both staff and patrons in this new environment where contagious health risks are not met with traditional hygiene practices.

2020

- Suspend time and a half practice since library did not initiate closing--different than past practice
- Hiring freeze
Open positions include, Communications Coordinator, Senior Clerk, and Page. (A page has been offered the position pending a reopening start date). A part-time patron has requested a change to his status, which may not be possible.
- Suspend bookmobile project
- Reduce collection development spending pending Friends funding decisions (Currently only electronic collections are being supported.)
- Restrict programming as needed to provide desk coverage and to meet budget reductions
- Limit staff professional development travel – maintain scheduled trainings (if possible), but do not approve new
- Postpone staff development day trip to Corning Museum of Glass
- Postpone anniversary celebration

2021

- No salary increase (unless contract negotiations dictate)
- Reduce collection, programming, and professional development funds to mirror known budget
- Limit infrastructure spending (technology, equipment) to essential needs
- Restructure staff to reflect budget restrictions and essential work priorities

Catastrophic Fund Loss at any time

- Voluntary Retirement
- Voluntary salary/benefit reductions
- Lay-offs possible in areas of budget reduction

Covid-19 Era Safety Requirements Guide for Reopening

Physical Distancing General

- Limit number of people in building*, in areas, and at tables
 - Capacity/square feet/ etc.
- One way entrance/exit, if possible
- Closed stacks initially
- One way stack traffic six feet floor markers
- Markers on floor to indicate six feet for queueing
- Close group study & meeting rooms, play areas, teen center meeting spaces
- Limit sessions in single use study rooms
- Remove shared toys, pencils, paper, etc.
- Programming – moving from virtual to physical
- Community use – new guidelines, new furniture distribution
- Adjust hours of operation to meet reopening priorities
- Internet stations six feet apart, limit length of sessions

Physical Distancing Staff Workspaces

- Work spaces six feet apart
- Staggered schedules to maintain 6 ft. distance while working

Cleaning Protocols

- As recommended by County Facilities to clean, disinfect, sanitize as appropriate
- Additional procedures for patron interactions (schools, hospitals, health department, best practices)

Restrooms

- We will follow the County's cleaning and distancing recommendations.
- This may mean designating them single use.
- Key handling?

Personal Protective Equipment

- Masks, Library provided masks for all employees

- Gloves
 - Disposable, single-use, Nitrile plastic gloves (latex-free, as some individuals have a sensitivity or allergy to latex and powder-free). -
- 70% + alcohol Hand Sanitizer service desks and self-checkouts, and at every patron internet station or wipes to clean before and after they are finished.
- Tissues
- Alcohol wipes (at least 70% alcohol)
- Disinfecting wipes (either pre-soaked wipes in a container or clean, disposable wipes completely moistened with a disinfecting cleaning product. ([List of disinfecting products approved by the EPA for COVID-19](#))
- [UV Sanitation Wand for cleaning toys \(waiting for Health Department Recommendations\)](#)
- [Air purifiers \(waiting for Health Department Recommendations\)](#)
- Plexiglass Barriers
 - 4 Circulation desk stations
 - ILS reference desk
 - Children's reference desk
 - Teen reference desk

Deliveries/Materials/Mail Procedures

- Handling_Returns.doc which identifies the 5 points of entry for items into our department from the outside and how to handle them.
- Mail delivered to one spot, sorted after 24 hours

Policies & Procedure Needs

- Health screening, as required by law
- Sick staff recommendations to stay home
- Employee use of benefit time, additional PFA
- Mandatory minimum hours requirement
- Volunteer procedures
- Sick Patrons

Training Needs

- Proper mask and glove use
- How to maintain 6 feet throughout workday
- New workflow procedures
- New Policies for physical distancing and health screening
- Scripts for telling patrons to maintain new rules and observe time limits

*Limits currently in practice

<https://www.ithacajournal.com/story/news/2020/04/13/wegmans-joins-list-retailers-limiting-number-shoppers-stores-rochester-ny/2981361001/>

<https://corporate.aldi.us/en/newsroom/aldi-covid-19-updates/>

Tompkins County Public Library Phased Reopening Draft

Reopening will not occur until all safety measures and personal protective equipment is in place. Building will continue to be cleaned by County.

Phases will be moved through as goals are met and as allowed by law & health department requirements. Process may not be linear, and won't be time bound by nature.

Phase I

Leadership Team reports to work

Goals:

- Ensure physical distancing for work spaces, work flow, & procedures
- Plan staff training for PPE, policies, & procedures
- Create welcoming return environment
- Create schedules that address new normal

Phase II

Staff Report in shifts and/or by department or all depending on Phase I outcomes

Goals:

- Provide staff support – EAP, discussion sessions, small groups widely spaced, virtual support
- Provide training for PPE, policies, & procedures

Phase III

Open library for two main priorities – books and internet access. Limitations on traffic patterns, number in building, and length of internet sessions will apply.

- Closed stacks to pick up holds
- Limited internet access at stations six feet apart & cleaned between users
- Patrons leave building after pick up and/or internet session

Phase IV

Add in physical programming and reference; bridge with virtual programming and reference as long as necessary.

Phase V

Allow public use of redesigned meeting space including study and meeting rooms.

Phase VI

Return to business as usual in the new normal.

LIAISON REPORTS

County – A. Champion mentioned tonight is the first County budget meeting. She also said A. Birdsall captured what she knows, we will know a lot more in a couple of weeks when the state knows what they are doing. Champion also announced the new communications person is Dominic Recckio.

Friends – D. Trotter reported the Spring Sale was cancelled, no one is in the building. The Friends are looking at next steps to schedule the sale to generate revenue.

Foundation – S. Smith Jablonski reported on Foundation activities. She noted that Dominick Recckio, newly-hired Tompkins County Communications Director, is the Foundation Board VP so that channel of communication is available to us.

Smith Jablonski remarked that the Readathon had moved quickly from an in-person to a virtual event, thanks in large part to the efforts of Foundation team member Anna Gardner. Smith Jablonski stated that the event had raised around \$17,000 to date, and commended Foundation Assistant Director Kerry Barnes for having started the planning and implementation well-ahead of the event date. She thanked Board Chair Luca Maurer for serving as the event's finale reader.

Smith Jablonski reported that the Foundation had reviewed preliminary projections of 50% fundraising revenue decrease. However, she noted this is a moving target given that the entire workplan, based on in-person activities, needs to be reconceived, and the overall impact of the pandemic on philanthropy remains to be seen. The Finance Committee will be evaluating the Foundation's 2020 allocation to TCPL in light of these factors.

Smith Jablonski stated that the Foundation had received a Paycheck Protection Program loan, and that staff were communicating with grantors and TCPL staff about compliance with previously-awarded grants.

A **MOTION** was made by M. Hardesty and seconded by N. Scholtz to adjourn at 5:25 PM.
Approved unanimously.

Recorded by Mary McKeon
Administrative Manager

Endorsed by Blixxy Taetzsch
Secretary