

**Putnam County Library Board of Trustees Minutes**  
**Called Meeting: June 9, 2020**

Called to order by Harry Ingle at 4:33pm

**Board members attending:** Andrew Binkley, Laura Clemons, Harry Ingle, Bryan Payne, Patricia Phillips, Cindy Putman, Daniel Rader IV, Kathryn Wisinger

**Putnam County Library System staff attending:** Doyleene Farley, Chelsea Gifford, Matt Knieling, Matthew Krist, Brian Page, Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library

Business

a.) *Determination of making Board of Trustees meeting electronic due to COVID-19 pandemic as permitted by Executive Order No. 34.* - A motion to make the meeting electronic was made by Patricia Phillips, seconded by Kathryn Wisinger, motion carried.

b.) *Discuss ongoing library plan for continued service during COVID-19 pandemic-* Phil Schaller updated the board on number of COVID-19 cases reported in Putnam County. The number spiked up for a couple weeks and has since went down in the last week. According to the Phased Plan, it is possible that the library could move into Phase two in the next week. Phil shared some of the things that the staff have been working on in addition to Curbside Checkout and computer appointments:

- Started an email update service for patrons to op-in to
- Adult Services Assistant, Nelda, helped to created a brochure for free community resources.
- The CARES Grant was submitted for chrome books and video conference services.
- Working on more online content through YouTube by making video demonstrations and Summer Reading Program events.
- AARP tax prep representatives are working on setting up times to come in and assist individuals with filing taxes.
- Algood Branch Manager, Rochelle has received a grant to purchase outreach children's books.

Laura asked if the information from the brochure could be shared online as well and Phil believes that it could be made available through the website.

Bryan Payne asked for an update on the PPE. Phil reported that the sneeze guards that were ordered have been received. Bryan had staff from his business assist with creating temporary guards for the desk that will continue to be used in addition to the new guards. Additional masks have been ordered, but there is plenty of PPE for staff at this point.

Bryan asked how staff is feeling from an operational standpoint about moving into Phase Two. Phil explained that Administration feels comfortable getting prepared and shifting into the next

phase. A meeting is scheduled with all library staff member to go over safety measures and get everyone on the same page.

Laura asked about how the number of patrons will be limited. Phil said it would be encouraged and not enforced and the same would apply for mask wearing.

Bryan feels that the numbers are unfortunately going to continue to go up and we will continue to learn how to mitigate the risks and work around it. He suggests that regardless of the numbers, the library should move to phase two on Monday so that the library isn't stuck in phase one for another month.

Matt Knieling asked for guidance on if the Board decided to move ahead in phases now, what to do if the numbers do spike significantly. The board discussed the phased plan and what other libraries are doing. Matthew Kirby provided information on what surrounding libraries are doing to safely open. Matthew expressed that moving towards the next phase would be a good idea but not necessarily opening the doors tomorrow and going back to normal.

Daniel Rader mentioned that he has been concerned because every other county office is now open and the library is the only county building that is not.

The board discussed what the library hours would be in Phase Two and what it would look like for the branch locations

Daniel reported that the information he is getting from the city is that the hospital is doing more testing for patients that come in before procedures and are asymptomatic. He stated that the tests were more than double but that the percentage of positives to the amount of testing being done was down in the last week. Matt Knieling clarified that the numbers the phase plan is based on are just the number of new daily cases. Daniel believes that the initial worry of fatal cases happening in Putnam County has not been an issue and there have only been two deaths of which both individuals had chronic health issues and wouldn't have utilized the library anyway. He suggests that the library could put of signage offering distance services for patrons who are in the at-risk category.

The board discuss what was included in Phase Two. Daniel suggested moving the meeting room access in Phase Three into Phase Two to allow small groups to meet at the library. Patricia has concerns about being too lenient too quickly and it not being safe for in-person meetings. Harry agrees with how the plan was written to be data informed and feels moving to Phase Two would be a good idea.

Bryan made a motion to move to Phase Two beginning Monday, June 15, 2020 and allow Phil to make the decision on whether to reduce hours or put a capacity limit for the library and amend the part of the plan where it says to immediately revert back to previous phase and instead have a called board meeting if necessary. Andrew Binkley seconds, motion carries.

Cindy Putman asked about what the library will do if a staff member is positive for COVID-19. Phil said he had been working on a procedure for that which would include staff getting tested and closing if necessary considering staffing levels. Laura asked about providing masks to the public and Phil noted that there are some on order and they can be distributed to patrons. Bryan offered to donate a box until the masks ordered come in.

*c. Fund Balance request for new phone service-* A new phone system and a switch over to Twin Lakes for service is needed for the library. A fee for the initial cost is \$3,844 and the monthly savings after would average \$200-\$250 per month.

Bryan says he fully supports and recommends getting what is needed. Patricia moves to approve the new phone system expenses, seconded by Kathryn Wisinger, motion carried.

d. *Review/approve cleaning bids and carpentry bids for project 3*- First Choice Cleaning, which is the library's current service, was the only company to put in a bid. The board discussed the frequency of deep cleaning and sanitizing. Phil said they have been on top of deep cleaning during the pandemic. In addition to the cleaning service, staff will be sanitizing throughout the day.

Patricia moves to approve the cleaning bid, Bryan seconds, motion carries.

Phil presented the carpentry bids from Franklin Fixtures and Highlands Cabinets. Franklin Fixtures quoted \$33,342 for the fixture in YA, the children's circulation desk, the new tree with display and storage, and stools.

Highlands Cabinets quoted \$27,656 for those items. The board discussed the price difference in the quotes and what type of quality is expected. This would be the first project that Highlands would take on for a library. Bryan suggests accepting the lower bid but developing a contract that fixes the price and a safety net if their quality of work is not adequate.

Bryan moves to accept the lower bid and also to reach out to Jeff Jones or Randy Porter to see if a contract could be drawn to protect the library, Laura seconds, motion carries

Adjournment: 5:32pm.