

Ramsey Free Public Library

Meeting of the Board of Trustees July 13, 2020

Due to COVID-19 restrictions, the July meeting was held via Zoom. The meeting was called to order at 7:31 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. Knauss, Mrs. McCaskey, Mrs. Ohnegian, Mr. Phelan, and Mrs. Thompson, Trustees, Councilman Gutwetter, and Director Latham. Mrs. FitzPatrick and Mrs. Rennie were absent. The minutes of the June 8, 2020 meeting were accepted as received on motion by Mr. Phelan, seconded by Mrs. Knauss, and passed.

Correspondence: None

Library Board Members Comments: None

Treasurer's Report: Mr. Bogaenko had provided the June financial reports which he reviewed. Checks are being processed as usual. At this point, the budget is tracking, and nothing is markedly off-base; adjustments will continue to be made to the budget. Gifts are a little higher than anticipated. Despite the library's closure, utilities are still being used. Mr. Bogaenko will check on the copier funds which are income. There are many re-start expenses which will be submitted for federal funds; Ms. Patel has established a separate account for those expenses. Upon motion by Mrs. Martin, seconded by Mr. Phelan, approval to pay the June bills was unanimously passed. The treasurer's report was received and filed for audit.

Director's Report: The library had significantly lower virtual program attendance for the month of June for several reasons which Director Latham delineated. In July, there are numerous virtual events planned, including several book clubs, various art classes, Secrets of Magic for teens, Introduction to Guitar, Songwriting Boot Camp, Simpsons Trivia, Bendy Bookworm, Conversational ESL, Animation, Virtual Theater Storytime, Musical Munchkins, Read to a Puppy Mondays, Wacky Wednesdays, and Game Design using coding. The participation numbers have been good so far in July.

The library's curbside pickup service has been very popular with patrons and the staff has done an excellent job. In June, the library circulated 4,763 physical items through the curbside service.

Vanessa, who manages the library's ESL programs, has been working with Director Latham to create virtual opportunities for the ESL learners. Donna Keith, an ESL instructor who has experience providing online classes at a number of BCCLS libraries, has been hired as an independent contractor to provide weekly ESL classes. Vanessa has also helped to create translated versions of the new flyer for Virtual ESL Classes which will be posted on the library's social media, website, and other locations to help spread the word. So far, the translated version is in Spanish and Mandarin and will be done in Korean as well, the top three spoken foreign languages in Ramsey.

Ramsey Free Public Library

Meeting of the Board of Trustees July 13, 2020

Additionally, the library has partnered with the Ramsey schools to enroll all Ramsey students in a program available through Overdrive/Libby. The library was able to take advantage of a product that allows Ramsey school students to access and borrow material on the library's Overdrive collection and the larger BCCLS collection, using only their school ID. Through the program, students will also be encouraged to obtain a full library card which currently is offered virtually. Thus far, there have been 130 checkouts.

The library is in the process of purchasing new software, MuseumKey, to replace the museum pass software. Another product is also available that would allow the library to create an online catalog for its Tech Lending Items and Unique Lending Items including STEM kits, WiFi Hotspots, board games, game consoles, stud-finder, mini-projector and screen, bird watching kits, and backyard games. Therefore, patrons would be able to search through a catalog of the special lending items, see what is available or checked out, and place holds on items for pick-up. The previous software was approximately \$1,100 per year and this new software will be approximately \$900 per year. Weeding is being done to free up storage space for the various items.

The Friends of the Ramsey Free Public Library have continued to meet, using the library's Zoom account, hosted by Director Latham. The Friends will wait on purchasing new museum passes. The FORL decided to dedicate most of their available funds to sponsoring the library's Virtual Summer Reading Program and events; FORL donated \$9,000 for the summer program. They also cancelled the Fall Book and Jewelry Sale.

The success of the curbside pickup service has limited the library's ability to accomplish other needed tasks including but not limited to the linking and processing of new items, shelving books and items, virtual programming and creating craft kits for families to pick up, weeding, and bookkeeping tasks. Item quarantine, with its related safety procedures, has also added another job for the staff. Additionally, the basic staff procedures for safely working inside the building have added time to staff duties. Therefore, Director Latham has recommended that the staff hours inside the building be increased.

Currently, the staff schedule is broken up into five teams working two shifts per day. The hours for curbside pickup are now 10 a.m. to 8 p.m.; staff is in the building from 9 a.m. to 9 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Fridays, meaning approximately eleven hours of work inside the library, with the rest of the work hours being accomplished remotely. His proposal is to increase the amount of staff time in the building to roughly seventy-five percent of each staff members' normally scheduled time; twenty-five percent of staff time will still take place at home. Those percentages are flexible, depending on the jobs being done. The team structure will be modified from five teams to two teams that will not overlap with each other. Staff will be able to social distance in the library, with a maximum of eight staff members in the building at any one time. The Quiet Study Room will be closed to the public and designated for overflow

Ramsey Free Public Library

Meeting of the Board of Trustees July 13, 2020

staff use. During Phase 3, curbside pickup will continue as an option for patrons who do not want to enter the library beyond the vestibule pickup area. Item quarantine will continue for all returned items and items received through delivery; all other safety protocols that are already in place during Phase 2 will continue.

Certain tasks for reopening have been completed including the installation of sneeze guards at the circulation desk, acquisition of such items as hand sanitizer, masks, gloves, sanitizer spray, and the installation of touchless hand sanitizer stations at every door, room, and library entrance. Other tasks which are in the process of being completed include the installation of touchless soap dispensers in all bathrooms in order to make all bathrooms fully touchless and the installation of new HVAC filters (MERVE 13). Phase 3 will begin on Monday, July 20th with new services and limited indoor access. Library hours for Phase 3 are Monday through Thursday, 10 a.m. to 8 p.m., and Fridays, 10 a.m. to 5 p.m. During Phase 3, patrons must wear masks at all times inside the building. The twenty-five percent building capacity, excluding the staff, will be enforced. Children under age fourteen must have a responsible adult with them. Children under the age of two and those with medical conditions will be encouraged to not visit the library at this time. Patrons will be encouraged to use hand sanitizer. Six-foot social distancing will be required at all times with a sixty-minute maximum time inside the library. There will be limited public computer access. No change will be provided by staff for the printer. Patrons may browse the collection, but they will be asked to place any items that they touch in bins/carts located around the library. The staff will then sanitize all items at the end of each day before re-shelving. There will be Tech Lending material access and circulation and there will be public bathroom access. All tables and seating will be covered and prohibited for use by patrons to avoid long stays inside the library, avoid the issue of having to sanitize furniture between each patron use, and avoid situations where social distancing may lapse. There will be no notary, community meetings, indoor library programs, toys and hands-on materials in children's room, and newspaper use. The cleaning crew will come in at night. The staff will be trained on Phase 3 re-opening procedures and rules. New posters, signs, and materials for instructing patrons on Phase 3 rules will be created. Announcements will be made to the community and the website will be modified to include Phase 3 Reopening Procedures and Rules. Upon motion by Mrs. Martin, seconded by Mr. Phelan, the Patron Code of Conduct/Access Proposal for Phase 3 was unanimously approved as presented.

Director Latham provided a chart delineating 2020 project savings, summarizing the major budget lines which were directly impacted by the lockdown. He also noted that one page has resigned. A savings of at least \$4,000 is projected. These funds can be re-directed to other areas of need for the library, including restructuring for COVID-19 response, additional expenditures in digital collections, and expanding the Tech Lending program.

Ramsey Free Public Library

Meeting of the Board of Trustees July 13, 2020

The library's phone system no longer functions well. Since there is phone system tie-in with the library's security alarm system, the library's alarm does not work. Anthony Reganato provided information about a phone system upgrade which would include a five-year warranty. Mr. Bogaenko indicated that he would look at one of the bequest accounts to cover the \$5,522.14 cost.

Consent Resolution: None

Public Comment: None

Unfinished Business: None

New Business: Mr. Phelan is moving from Ramsey and will be resigning from the Library Board, effective September 1st. Christine Thorp, who attended the meeting, will be replacing him.

At 8:24 p.m., the meeting was closed on motion by Mrs. McCaskey, seconded by Mrs. Ohnegian, and passed.