

Hillsdale Free Public Library

Board of Trustees

July 13, 2020

In attendance were: Mary DeChiara, Elizabeth DiLorenzo, Warren Harris, Al Metz, Joanne Miano, John Ruocco, Mayor, Carol Schepker, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library, Abby Lundy, Liaison to Council

Excused: Marie Hanlon

Mr. Harris called to order a meeting of the Trustees of the Free Public Library of Hillsdale, Bergen County, New Jersey. Notice of this meeting was transmitted to the newspaper of record, filed with the Borough Clerk, and posted on the Library's website and bulletin board, in accordance with the Open Public Meeting's Law. Virtual meeting directions are appended below.

The virtual meeting was called to order at 7:37 PM. A motion to approve the June 8, 2020 and July 7, 2020 meeting minutes was made by Mr. Harris, seconded by Ms. Schepker. Unanimous vote of approval.

Public invited to speak: No member of the public was present.

President's Report: Mr. Harris: He thanked everyone for joining this evening's meeting and appreciated everyone's attendance at last week's special meeting. New coronavirus cases are decreasing in Hillsdale and we are in NJ Stage 3 of re-opening. The Library is open for curbside pick-up; Mr. Franz and two full-timers, Debbie and Cindy, are handling everything. Our library patrons have been very appreciative of their hard work. August 3rd is the tentative date for the Library re-opening, on a limited basis, based on NJ State regulations. Part-time staff remains furloughed which Mr. Franz will expound on. The cleaning contract was discussed between the Borough Administrator and Mr. Franz after last week's meeting. It will impact our budget.

Treasurer's Report: Mr. Metz: He directed Trustees to examine p. 6 of the budget; we are down \$101,000 from income coming in from Borough cash support, fines, memberships from Woodcliff Lake and miscellaneous income. Expenses have decreased in almost every line. Net income is down \$37,000. Mr. Franz explained some additional receivable income lines; we received 38% of our income and our expenses are running approximately 60% as of July. He is awaiting Quarters 2 and 3 cash support checks from the Borough.

Director's Report: Mr. Franz: He met with the Borough Administrator and Mayor after last week's Library meeting. The Borough Administrator was able to renegotiate the cleaning contract and Tropical Cleaning Co. will pro-rate their charge if the Library is closed for a period of time and did not require services. Mr. Metz asked if there was any further discussion with the cleaner about COVID standards and Mr. Franz was not aware of that.

The full-time staff is providing hours almost daily for shelving books, selecting books, curbside pickup and managing returned books. The part-time employees are critical to relieving the burden. He shared re-opening plans from several neighboring libraries. All have variations of service to the public. He hopes to open the Library to the public on August 3rd. One part-timer has left because she is moving; two others are reluctant to return during this crisis. The State Library has waived requirements for certain hours. We could set our own hours to the public based on our staffing capacity. He is very confident that we can continue providing curbside services. Actual walk-in service could also be accommodated as long as patrons wear a mask. The COVID committee needs to address public policies and policies for the staff. We do not have answers if a staff member should become ill; will the Library cover the cost of testing? Would the Library be closed for an interim period of time as a result? Mr. Harris asked if August 3rd is a realistic opening date and Mr. Franz said yes, for a limited number of hours. There may be only one late evening instead of three and there will be truncated hours on Saturday.

The Library must be at a maximum of 25% capacity. Mr. Harris asked how will Library staff ensure that it will be maintained at that %? One staff member will be posted at the door to monitor that. We can definitely count the number of patrons coming in and their hours would be limited, probably to one hour. The Library capacity comes from the Borough Fire official and he awaits that figure; there was never a number on the building after the reconstruction. Mr. Metz asked if the opening could be for adults only for the first two weeks instead of having the children coming in first. Risk of transmission to children, based on recent studies, is somewhat less than to older adults. However, transmission from children to adults is still unclear. Mr. Harris said that re-opening should be done in stages. Mr. Franz said he wants to leave bringing a child to the library to the discretion of the parents. He is advocating that children under the age of 13 must have a responsible caregiver with them and that family units remain together. Mr. Metz was concerned that that would lead to a perception that there is no social distancing. Ms. Lundy says it goes to transmission. Mr. Franz suggested that we encourage families stay together. Ms. DeChiara said we want patrons to understand that there are new protocols in place and lingering in the Library cannot take place. People are already asking to come into the Library to use printing and faxing services, so those will be requested immediately upon re-opening. Ms. Wertheim said that people are relying on these services; as long as there are disinfectant wipes, people would be responsible to clean the computer keyboard and mouse. There will be wipes and hand sanitizers everywhere. Half of the computers have already been removed, so that will facilitate greater distancing. Ms. Schepker asked if people could make appointments to use the computer.

Will there be temperature taking? We will be following what the Borough is doing; employees must self-report. Some companies require that you take a temperature before reporting to work. Mr. Metz asked about contactless temperature checks for everyone or at least staff upon entry to the building. Mr. Franz said we are similar to a retail setting which would not require a temperature check. Mask wearing will be an enforced policy. Mr. Metz asked about items that are used by a patron while at the library, i.e. a library or magazine read or a book perused, what is the policy for that? Some libraries are not allowing patrons to touch newspapers or magazines. He said that it is akin to a retail store with multiple users. We could encourage patrons to put touched items onto a cart. Mr. Metz suggested that we

take all protective measures that give patrons comfort. Offer hand sanitizer as soon as a patron enters; what happens then to browsing books? Signage should encourage patrons not to browse and touch a lot of books. Mr. Harris said the hand sanitizers should be spread-out at key browsing points. Stands with foaming sanitizers are not in stock. Sanitizer pumps will be placed by the rest rooms, computer desks, and circulation desks. We could encourage patrons to wash their hands.

Mr. Metz asked about the elevator capacity. Mayor Ruocco suggested that the elevator have signage indicating maximum capacity. Mr. Franz said that we could close one of the two restrooms on the main floor. The cleaning of the restrooms will be done by the cleaning company every morning. We want the community to feel safe in their library. Ms. Schepker asked if we could open some of the windows for cross-ventilation and Mr. Franz said they will be when the weather permits. Mr. Harris said that we may need a special meeting prior to August 3rd to discuss bringing the part-time staff back. On the front porch, there will be one chair per table and no portable chairs could be brought in. The remaining chairs were moved to one end of the front reading room.

Ms. DeChiara asked about egress. We need to maintain ADA requirements, so the main floor door will be utilized. Mr. Franz is most concerned about the children's room, so he is looking at a maximum of 8 individuals in there. For the other two floors, it would be 22 people for a total of 30 patrons. Mr. Franz could reserve the right to change the policy as he needed. Mr. Metz said that we should state that we do not guarantee the health of every patron and that we are adhering to NJ State guidelines. Mr. Franz said that we will state all of the protocols that we are taking, i.e. that the Library is guided by State, Federal and local governments and we cannot guarantee one's health but is taking all precautions to help mitigate the spread of COVID-19. Mr. Metz read wording from another organization and will share with Mr. Franz.

Patrons Rules of Conduct: A motion was made by Mr. Harris to hereby resolve to approve the policies as stated on pages 3 – 5 of the Director's Report; seconded by Ms. Wertheim. Unanimous vote of approval of said resolution.

Mr. Metz revisited the earlier comment about what happens if staff becomes sick with COVID? The issue is whether an employee contacted COVID at the Library. Mr. Metz asked if this is guided by a Borough policy. For employees, should we require regular testing or do employees request it and who pays? Mr. Franz said that the Borough did have something about infectious diseases, but this could be tabled until the next meeting. Mayor Ruocco suggested that it be uniform with the Borough's policy.

When do the part-time staff, currently furloughed, return? Mr. Franz suggested having another special meeting to discuss this. Mr. Metz suggested that Mr. Franz discuss the policies adopted tonight and see what their comfort levels are and proceed from there. Mr. Metz asked what happens if an employee tests positive, resulting in an exposure at the library. He read a suggested policy: Upon being informed that a staff member has tested positive 1. cease operations 2. inform staff members of that fact 3. conduct a deep cleaning 4. begin contact tracing 5. review sanitation in the organization 6. not re-open until it is prudent to do so 7. any staffer testing positive agrees to quarantine for 14 days. Ms. Lundy

asked about rotating staff so that not all staff would be exposed. There could be split-floor teams, but we are very limited with staffing. Mr. Metz said we should inform the public if a staffer tests positive and shut down the library until it is reasonable to reopen. Ms. DeChiara asked what the county is stating, and Mr. Metz said there is quite a range. Mr. Harris asked what the policy is among all of the BCCLS libraries. Mr. Franz will review all of their parameters again. Ms. DeChiara asked about re-opening hours and hours will be limited, based on availability of staff. Right now, there is one day open until 7:00 pm, but the Library is busiest in the morning and mid-day hours; Mr. Franz may cut back on the 7 pm. He appreciates people offering to volunteer, but he wants to keep numbers at a minimum for the time being.

Mr. Harris reiterated the Board's grateful appreciation to Mr. Franz, Debbie and Cindy.

New business: The meeScan app is working well. It is completely contactless. Patrons can scan items to check them out to their account. There is no cash exchange as fines have been waived. The Foundation agreed to fund paper bags for the curbside pickups.

The next regularly scheduled Library Board meeting will be on August 10, 2020. Mr. Metz moved to adjourn the meeting, seconded by Ms. Schepker. The meeting officially adjourned at 9:09 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Hillsdale Library Board of Trustees - July 13 - 7:30 pm
Mon, Jul 13, 2020 7:30 PM - 9:30 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/318639149>

You can also dial in using your phone.
United States: +1 (312) 757-3121

Access Code: 318-639-149