

## Hillsdale Free Public Library

**Board of Trustees**

**July 29, 2020**

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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

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Mr. Harris called to order a special 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 special virtual meeting was called to order at 7:32 PM.

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

President's Report: Mr. Harris: The COVID-19 Committee met several times and discussed protocols that the Board had previously approved with respect to the re-opening of the Library. Collectively, there were some additions made to that re-opening. The Rules of Conduct for Patrons, paragraph 1, "face coverings /mask wearing is required while on Library property". "Children two years and under would be exempt." Paragraph 5, "no patron may remain in the Library for more than one hour". Paragraph 8, "books handled by patrons are encouraged to be returned to bins for later sanitizing"; the plastic covers would be quickly wiped with bacterial wipes. Newspapers and magazines are available, but patrons should wipe their hands after touching them. Mayor Ruocco said that there should be personal responsibility. Paragraph 13, the first hours of service on Monday – Friday as will be for Seniors, ages 60 and over, and high-risk individuals defined by the Centers for Disease Control (CDC)." Rule on staffing – violations apply both to patrons and staff. Curbside pickup will remain.

Director's Report: Mr. Franz: Un-furloughing of part-time library assistants. Mr. Franz and two full time employees, Debbie and Cindy, have provided all of the services since the library began offering curbside pickup. There is an absolute need for the part-time library assistants to return. Four employees will not be returning. The part-timers will not necessarily be working the same number of hours as previously. There will be no Sunday hours; there will be no overtime. Mr. Franz proposes that we maintain the current curbside pickup hours, and closure on Fridays. In the future, there will be a need to hire library assistants and train them. Some neighboring BCCLS libraries will not be re-opening for another month or two. Part-timers could come in on Friday to handle re-shelving. He also needs to hold a staff meeting upon the return of the part-timers. The cleaning staff will be coming in during off-hours.

The current plan is to re-open the Library on August 17, 2020. Mr. Franz will publicize the date and put it on the Library's website after staff have acclimated to the new policies and procedures.

Resolution No. 2020-5 Recall of Part-Time Library Assistants

Whereas, the Library Board placed part-time staff on indefinite furlough effective May 22, 2020, for budgetary purposes,

And whereas, the Library is now permitted to resume services to the public by Administrative Order 2020-15 and Executive Order 157,

And whereas, the Library will require the return of the furloughed part-time Library Assistants to provide for continued efficient public service,

Now therefore, be it resolved, that the Library Board authorizes the Library Director to recall the Library Assistants to return to work effective Monday, August 3, 2020.

Mr. Harris made a motion to approve said resolution, seconded by Ms. Wertheim. A roll call poll was taken. Unanimous vote of approval. Mayor Ruocco stated that if the pandemic conditions were to change, impacting the library and its budget, the jobs of the part-time employees would be revisited by the Board of Trustees, in discussion with Mr. Franz.

Patron Rules of Conduct – Health Emergency Addendum Ms. Scordato asked what happens if an employee tests positive? Most libraries are not performing temperature checks of staffers; it is reliant on self-reporting of symptoms. An update to the protocol was suggested: "Staffers are requested to stay home, until the earlier of a period of three days without symptoms or a negative COVID-19 test". Ms. DeChiara asked about staffing if the library is temporarily shut down again. If curbside pickup could continue, all part-time library assistants and full-time employees would remain.

Mr. Harris made a motion to approve the amended Patron Rules of Conduct – Health Emergency Addendum. Ms. Schepker seconded. A roll call poll was taken. Unanimous vote of approval.

Expiring library cards were reset to September 1<sup>st</sup>. If patrons are comfortable coming to curbside, it can be renewed there with proof of residence. The website has been updated to provide that information.

On behalf of the Library Board of Trustees, Mr. Harris profusely thanked Mr. Franz, Debbie, and Cindy for their very dedicated work during this pandemic, offering the public curbside service and readying the Library for re-opening.

The next regularly scheduled Library Board meeting will be on August 10, 2020. Mayor Ruocco moved to adjourn the meeting, seconded by Ms. DeChiara. The meeting officially adjourned at 8:20 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary

Library Board - Special Meeting Wednesday, July 29 - 7:30 pm  
Wed, Jul 29, 2020 7:30 PM - 8:30 PM (EDT)

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