

**MINUTES OF THE REGULAR MONTHLY MEETING
JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, MARCH 17, 2020
4:30 P.M. – NORTH MEETING ROOM
211 E. COURT AVE., JEFFERSONVILLE, IN 47130**

CALL TO ORDER; INTRODUCTION OF GUESTS; PUBLIC COMMENTS

The regular meeting was called to order at 4:49 p.m.

Presiding Officer: Dale Moss, President

Board Members Present: Mark Munzer, Vice-President; Hilda Kendrick-Appiah, Secretary; Steven Palmquist; Linda Baker

Board Members Absent: Lynn Wilson, Treasurer; Margaret Shea

Staff Members present: Lori Morgan, Barbara Gillenwater

Guests: None

Public Comments: None

CONSENT AGENDA

Approval of February 18, 2020 Board of Trustees Minutes

Approval of Claims through February 29, 2020

Financial Report

Correspondence / Publicity

Munzer moved: That the items on the consent agenda be approved as presented.
Seconded by: Palmquist
Motion: Approved

STAFF ASSOCIATION REPORT

The Staff Association will vote Thursday for two new officers; they do this every two years.

OLD BUSINESS

Bond Project Update

Hunsucker has not yet received an invoice from DK Constructors and they have not scheduled the testing. A final cleaning was done before the MakerSpace opening. The company was expensive, but the floor still needs some additional work. They will come back and buff the floor when no one is here. The blinds have been ordered, but we do not know when they will arrive. We are still waiting on a recommendation for the security camera for the main parking lot.

NEW BUSINESS

Term Expiration of Board Members

Morgan wanted to remind the Board of term expirations this year. Baker and Wilson's term are up for reappointment. Beckham will send notice to the appointing authorities.

DIRECTOR'S REPORT

Fine Free Report

More books are being returned. The staff made a graph that showed that there was a 14% increase in check-outs for the months on November 2018-February 2019, and the same time period for 2019-2020. The second report was from Hoopla. Their representative was here last week. Our patrons can check out five movies or audio books a month. Hoopla is talking with Disney; if Disney is added to Hoopla the usage will increase. Patrons frequently question staff about their Hoopla password. Unless you changed it, it is the last four digits of your phone number.

Curbside Delivery

Morgan and Kelien attended PLA. One session was on curbside delivery. Patrons must place their materials on hold. The Library would have two places reserved in the parking lot. The patron would call in and say that they are outside and the staff would check out their materials, verify their identification and give them their books. This is a great service, especially for the elderly, those who are handicapped, or those with small children. Tulsa is doing curbside service and the only things they invested in were a couple of signs and a cart. There is a three-question questionnaire.

Discussion on Closing the Library

Due to the coronavirus, Morgan has been talking to Moss about the status of the Library. In the last few weeks, things have been changing rapidly, and especially last Friday. Morgan is getting 30 to 40 emails a day on the listserv. As of today, most libraries are closed. New Albany/Floyd County Public Library closed yesterday. Clark County Library is closing today and paying their staff. Next week, their staff are to come in and work. If they don't come in, their staff can take a vacation day or a non-pay day. Patrons have been asking if we are open. When books are returned, we have been putting them in the meeting room and keeping them there until the end of the week, at least three days or longer. Morgan talked to a lady at the Health Department and she thought that was a good idea. She said that we are being proactive and no one else is doing as much. The staff is wiping down keyboards, computer mice, tables and chairs.

At New Albany Public Library, they are rotating staff. Some of their staff are working from home. Upstairs we have Gillenwater, Beckham, Zelevitz and Morgan. In the basement, we have Edwards, Sweeney and Tackett working. There are not many people working on the first floor. If we close to the public, the staff can answer the phone, clean books, and work on getting ready for summer reading.

The policy manual is very out of date and needs to be updated. The Strategic plan is due this year. The security company has said that they will still come in, but they will wear a mask and they will only rotate through the building twice. Morgan felt like that would be wasted money. They want to sit in the reference office and watch the camera, but that is not a spare office. If the Library is closed, we will not need them. We are paying them on an hourly basis. We do have a contract.

Of those working at this time, three staff are 74 or older, two are cancer patients and one with immune system problems. There is one other staff our age and a young healthy person. There are currently six people working on the main and second floor and three downstairs. One janitor has had surgery and is still out. Our maintenance staff are helping with cleaning. One of them said this morning that he will not be back until we close.

Staff Institute Day is this Thursday. The Branch can hold theirs at the Branch and staff at the Main can watch webinars at their desks or we could cancel it. We were going to do a refresher on emergency procedures; watch a webinar on the Census; do a refresher on BeanStack; go over the catalog; and do a review of sexual harassment.

Today the New Washington State Bank is closing their lobbies until a week from Monday. Anyone in a certain age range or at a high risk is required to not come to work and they will be paid. Anyone coughing or who has a fever are doing the same. This is an unprecedented time. We need to make sure that we are supporting our staff as best we can. Things are changing quickly. We are limiting our interaction with the public. Munzer supports Morgan on closing the library. The Branch has one staff member with small children and she does not have anyone to take care of them.

The ALA statement asked Libraries to close. They asked the Directors to approach their Library Board or government. Morgan recommends that we close the Library to the public. It will be difficult trying to find people to cover for tomorrow. We do have one employee home sick. We don't know if he has been tested. Some libraries are closing until the end of March, some until Monday, April 6. If you have a reopening date, then the public will not give up on you. If you don't you will have to go back out and resale yourself. Next week Lori will come to work every day. She will ask the staff to come in. They can do inventory or shelf read.

New Albany and Clark County closed immediately with no notice to the public. Morgan told Fredrickson that we might need to post the closing. We can have someone at the door to let them know. Fredrickson can post it on our website, Facebook, and Twitter. We can put an article in the paper in a day or two. Ancestry is partnering with another program and will be free for 60 days. That can be posted also.

Fredrickson is going to make tutorials about the MakerSpace equipment. We will be able to see if people have watched the tutorials and they can come in and get their certificates. It will take a few days to get it together. Morgan will look and see if Stories Before Bedtime is still on YouTube. If so, we will not have to reinvent them.

This is close to a national lockdown. We don't want to be the last place to close. Friday was the changer. Tomorrow there will be a lot of emails. Elected officials should have come out about political organizations. Libraries were not mentioned in the Governor's speech. Libraries are not getting a lot of guidance.

Baker moved: That the library be closed to the public as of tomorrow, March 18.
Seconded by: Kendrick-Appiah
Motion: Approved

The staff will continue to work as long as there is work for them to do. We do not have anything in our policy regarding this week. We need it in the minutes that the Board decided what we are going to do. We are closed tomorrow and the staff will not come back to work on Monday. There will be a few here at different times. By Monday, people will know that we are closed. Morgan wants staff on hand, but they are afraid that they will get something from the public. We will tell the one staff member with flulike symptoms that he cannot come back to work until he is cleared.

Morgan asked if we should treat anyone over 60 differently. We don't want to endanger anyone. They can take a vacation day. We will tell the staff to tell us by Thursday if they want to take a vacation day starting tomorrow. Morgan is willing to work with them. We want everyone to check their emails on a regular basis whether they are exempt or non-exempt. They can check their email from home for updates. We have a phone tree that we use for bad weather. The people in charge of a department will call everyone in their department. The notice to the public is more important. Morgan will send an email to all staff managers about the situation today.

The Board appreciates how Morgan has handled the situation. As of last report, there has been no one diagnosed in the southern part of the state. The Health Department suggested that we could cut our hours.

The Board also appreciates Moss and Morgan's communication during this time. A lot of libraries do not have policies on this situation. Morgan has copies of four policies that other library directors have since written. All decisions need to come from the top to the bottom of the organization. The Board wants all the staff to know that they support the Director.

Electronic Transfers

Gillenwater asked the Board to allow electronic transfers between bank accounts during this changing situation. The State Board of Accounts will allow transfers if the Board will pass a resolution authorizing them. They can look at this again in six months.

Munzer moved: To adopt a resolution to allow electronic transfers between bank accounts.
Seconded by: Palmquist
Motion: Approved

OTHER BUSINESS; BOARD MEMBER COMMENTS

A suggestion was made to increase the number of eBooks that a person can check out. Morgan will check tomorrow to see if the limit on the Libby app can be increased. She will notify security that we are going to be closed. Staff Institute Day will be canceled for Thursday and postponed to a later date. The Board again thanked Morgan for all her hard work.

The next meeting of the Board of Trustees will be Tuesday, April 21, 2020 at 4:30 p.m. As there was no further business, the meeting adjourned at 6:12 p.m.