

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM MEETING
July 15, 2020

Present: John Schnebly, President Board Absent: None
 Judith Chambers
 Kimberly Halsey
 Al Martin
 Christine McGee
 Katherine Oliver
 Aaron Peterancez
 Stephen Schutte
 Greg Snook

Guests: Melissa Vinick, Marshfield Associates
 John Hershey III, RBC Wealth Management

Staff Present: Jenny Bakos
 Kathleen O'Connell
 Elizabeth Hulett
 Sara McCall

The meeting was called to order at 12:06 PM by the President.

July 13, 1998 started relationship with Marshfield. We are in crazy times. Can't explain why market is as exuberant as it. Currently not buying anything, as prices are high. Uses a bottoms up approach. Mr. Schnebly

Judy asked about investment policy. Policy has been set by WCFL finance committee. Board asked that investment policy be sent out to the board. Ms. McCall will do so.

Minutes

The minutes of May 13, 2020 meeting of the Board were reviewed. Mr. Schnebly called for a motion to approve the minutes. Mr. Snook motioned to approve and Mr. Martin seconded the motion. All approved the minutes.

Executive Director's Report

Ms. Bakos reported we were flat funded by the county. We did remove funding from the City of Hagerstown as they have indicated they may not fund at all.

Director of Public Services

Ms. O'Connell reported we are in the process of preparing to reopen on July 20, 2020. All departments are participating to facilitate having the public return to the facilities.

SRC numbers are down due to restrictions and the overall climate.

Discussion on reopening, how handling staff, etc....

Online programming through the end of August.

Developed a telecommuting policy, which we will discuss later.

We have contracted with BHS as of August 1, 2020 for a EAP program. This is the program that they county uses. There are covid specific things we can offer to our staff. We hope the staff takes advantage of this.

Director of WMRL

Ms. Hulett stated her budget was approved with a slight increase. Slowed down spending significantly in March. Due to the backlog of processing materials, they are slowing down on spending. Delivery has resumed for the three counties WMRL services. Statewide delivery will begin on 7/20/20 on a Mon-Wed-Fri schedule.

Staff that are in the building will be back @ 100%.

Online services have been really good. Circulation numbers are down due to closures; however, online services have increased.

WMRL had a telecommuting policy in place and staff are utilizing this where applicable.

Applied for LSTA grant for 12 - 15 hotspots and laptops for check out. Due to limited connectivity, the cost is very prohibitive in one area compared to another.

Ms. Hulett is administering the CARES act funds. Funds are restricted to PPE and connectivity options.

Ms. Craig who administers the WILBER site, is going part time.

Financials

In positive shape for upcoming fiscal year

Motion: Kathy Oliver

2nd: Greg Snook

Carried by All

Amended Budget – Great to have budget explanations.

AI Motion to approve budget modifications. 2nd from Judy. All in favor.

Old Business:

New Business:

Telecommuting Policy – Staff member would need to request. This would be on a case-by-case situation. Most of our positions do not meld with telecommuting. We are not providing supplies, equipment or high-speed internet.

Mr. Schnebly – believes was drafted to protect the library's position. This is employer driven. Does not believe this needs to go to an HR specialist.

Mr. Snook was at a state meeting. Cannot put all possibilities on paper. There are a small percentage of people who are going to use telecommuting as a way to not show up at work. Recommends feedback after a year to see how the policy is working.

Ms. Chambers feels this is a good idea and smart to get ahead. Is there a way to re-evaluate regularly, especially if on a long term solution.

Ms. Oliver expressed concern on where people can work from – i.e. café WiFi, etc... Liability issue, what is our exposure to worker's comp when telecommuting. Availability & scheduling statement.

Mr. Schnebly propose to use provisionally and revisit at the September board meeting after staff have an opportunity to make adjustments.

Motion to adopt provisionally and review in September 2020 by Ms. Oliver 2nd by Ms. Chambers.

Security/Safety in the Branches – Health and Safety are important for the staff. Working alone, evenings is a norm at several branches. Incidents are proportionally smaller in the branches, yet they do have

Begin working on a multi-level plan to work on presenting a safe environment for the staff. Mr. Martin supports ensuring staff safety and developing a robust plan. Ms. Chambers

Parking lot & building cameras.

COVID-19 Exposure Plan:

Framed for the public – didn't say much to avoid public panic. We stated to the public that the branch was being deep cleaned and disinfected. All answered by the same person Ms. Nadeau. Just wanted the board to see and have copy of document.

Currently fine free through 8/31/20. Do not feel comfortable accepting Monday at this time.

Greg Moved – Al 2nd

Comments:

Halsey – thank you for everything going in. Loves curbside.

Shutte – Thinks library doing a great job. His company is large and lumbering, CYA type place. Be careful on the telecommuting policy, etc. If a staff member acquires COVID-19 when could be telecommuting. Has some cell phone cleaners, etc for us. Budget a better webcam for Kathleen.

Oliver – Nothing on website about how materials are being cleaned/disinfected prior to circulation/re-circulation.

Info on website and handout to

Martin – Compliment everyone for dealing with challenging situation and staff doing a great job. Hopes will know more from the state and status of taxes, etc..... we need to be diligent and if federal relief, etc. appreciates what staff are taking for the approach on finances.

Snook – Thanks to Jenny & all her team. Enjoys the virtual lunch. Thinks still going to have turbulence with the budget. Believes we are as prepared as we are going to be. May have to tweek everything on a daily basis.

Chambers – Impressed with what is going on. Noticed squeezing

Schnebly – Thank staff & board members for everything and so much squeezed into this meeting. Current information rather than have it 6 months from now (Marshfield). Appreciates everybody's time.

The next regular meeting is scheduled for Wednesday, September 9, 2020 at 12:00 noon.