**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

REGULAR MONTHLY MEETING: Meeting called to order May 20th, 2020 / 5:02 PM / Public Room and BlueJeans App

ATTENDEES:

Hinrichsen, Writz, Braun, Jochimsen, Giffin, Dukelow (virtual), Suttner, Bittner

Members absent: none

AGENDA

**Previous minutes:** Read approved. Writz/Giffin

**Public Comment:** Lori Huther for City Council. Library Staff Nancy Corley, Kim Olson, and Jacquelynn Kuyoth present and given permission to raise concerns about reopening procedures.

**Old Business**

* Curbside procedures
  + Nu-Foam Glissen Chemical EPA regulated Sanitizer. Listed on the New York’s products registered for use against COVID-19 list.
  + 1000 bags on order.
  + Staff have cloths masks, not enough gloves, wash hands before book gathering and after hand-off.
  + Update: 3 outdoor book drops=48-hour quarantine time (Changed to 72 hours). Quarantined books stay by back door. Recommended that staff do not take books directly from patrons.
  + Days and Times for pick-up: Tuesday 9am to 1pm and Thursday 1pm to 6pm.
  + Update: No currier, online catalog will limit to Abbotsford. – Currier will resume first with sharing among other Clark county libraries.
* Future Programs
  + Create Google form for virtual summer reading registration (Keep this idea for future years as well).
  + Update: WVLS working on obtain Beanstack membership. Beanstack is a web and mobile application used to track independent reading time. The system is based on milestone badging for reading and/or activity-based goals. As patrons read, they earn virtual badges or reward points to earn raffle tickets. The Abbotsford Beanstack site is made and submitted for review, should be ready to use June 15th.
  + Adult summer Reading Performer: Musician-Troy Graham. Scheduled for July 15th at 7pm. If groups are still not allowed at this time, this show can be live streamed.
  + Update: Youth Summer Reading Performer: Comedic Magicians -Miller and Mike: canceled: reschedule for next summer.

**New Business**

* Reopening:
  + Library building re-opens with limited hours/restrictions June 1st.
  + COVID-19 Library Recommendations and Guidance document form the Clark County Health Department shared with board to use as guidance in approving reopening procedures.
  + Director will ask for one more two-week (June 15) extension on due dates so that everything is not coming due on date of reopen.
* Hours: at least one day closed between openings for cleaning and 24 hr quarantine.
* Monday and Wednesday 10-7 pm, 10-11am reserved for at risk populations.
* Fridays: 10-5 pm, 10-11am reserved for at risk.
* Tuesday and Thursday: building closed, curbside pick-up available by appointment.
* Saturdays: closed
* Restrictions/Limits:
  + - 15 minutes for library browsing and check-out– “pick-up and go”.
    - 5 computers available – 1 hour time limit- only for non-entertainment.
    - Study rooms available for groups of 2 only – 1 hour use.
    - Up to 22 patrons at one time, max of 10 in group (4 people per 1,000 square feet).
    - 6ft social distancing.
    - All toys, puzzles, plush animal, lounge chairs unavailable for use.
    - No in-house programming through June - re-evaluate July and August.
    - Children under 12 need to be accompanied by an adult.
    - Sanitizing: using sanitizing wipes and Nu-Foam Glissen Chemical EPA regulated Sanitizer Spray.
    - Patrons are to use hand sanitizer on entry of the building and before browsing and computer use.
    - Staff sanitizes door handles, tables, phones, other high touch areas: hourly and at close.
    - Tuesdays and Thursdays staff will sanitize areas not deemed high touch.
    - Circulation desk after each check-out.
    - Public Computers: cleaned after each use, silicone protection on keyboards, alcohol whips for mice, wait 10 minutes before next patron use after cleaning for sanitizers to completely dry.
    - Library materials at check-in after at least 3 days in quarantine.
* Other Limits: Masks: Board is requiring patrons to wear masks in the library.
* Staff:
  + Protection: Face shields available. Kim Olson will have her husband make a sneeze guard for the circulation desk. He will do the labor free, but will charge for the Plexiglas.
  + Staff Hours: Director will talk to staff to determine hours to fit new schedule. N. Corley has expressed a wish to have no interaction with the public and will be working Tues and Thursdays.
  + If Staff gets sick.
    - Do not come in if have symptoms (library may have to close for day)
    - Director will order no touch thermometer for building and staff will check temps before work.
    - Close if director tests positive, 14 days at least, use recommendation of health officials.
    - If other staff, close for three days, deep cleaning of building, reduce hours as needed, director must test negative to resume work.

**Treasurer’s Report**: 33% spent

**Circulation Report:**

* Total Circulation: April 2020: n/a (online renewals have not counted toward circulation)
  + April 2019: 2579 April 2018: 2,334 April 2017: 2,000 April 2016: 2,193 Apr 2015:2176

Apr 2014: 2695

* Circulation Break-down:

Books:, DVD:, Spoken Record: , Large Print: , Magazines: , Other:

**Other Usage Report:**

* Wireless Sessions: April 253March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July: 168 June: 186 May: 188 April: 299 March: 146 Feb. 32
* Overdrive E-material Checkout: April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July: 111 June: 188 May: 166 April: 210 March: 203 Feb: 195
* Website Visits: April: 443 March: 394, Feb.: 175
* **Monthly Reference:**

April: n/a

**Patron Count:** April 2020: n/a

April2019: 1166 April 2018: 1466 April 2017:1285 April 2016: 1071

**Policy Review:** Abbotsford Public Library Re-Opening: COVID -19 Protocols. Reviewed and edited by staff. Motion to approved by Writz, seconded by Suttner. Motion passes.

**WVLS report:** Bi weekly audio conference meetings are occurring.

**Director Report**

* March 18th was the last day the library’s doors were open. Curbside was offered through March 25th. Curbside resumed on April 28th. Max day for curbside was 17 patrons, fewest was 3. Most of patrons that start curbside, become repeat users.
* Last Month Program Count:

Feb: Monthly Program total: 13 programs, 92 attendance

* Future Programs:
  + No inside programs for June, if held outside (bookclub) limit to 9, Make and Takes to continue, Beanstalk for recording reading for the Summer Reading Program and 1000 books before kindergarten, Facebook Live Trivia Night.
  + Flyer for Summer Reading attached.

**Staffing/Operating Issues**

* Internet router-fixed

**Next meeting:**

June 17th at 5pm.

**Adjourn**

**Adjourn** 6:02 pm Giffin/Writz

