

# Meeting of the Westhampton Public Library Board of Trustees

August 13, 2020 at 7:00 P.M.

Virtual Meeting via Zoom

1. Call to Order at 7:02 PM
2. Minutes from last meeting: Moved to accept by Nevins; seconded by Cooper, unanimously accepted by roll call
3. Treasurer's Report: Library Building Account \$3594.48; State Aid is \$0 (we had it and paid our CW Mars with it); Deferred Town Monies at \$94,052.04; Gift Account has \$23,716.51. No further discussion.
4. Director's Report: As Written
  - a. Re: Board of Health and soft re-opening: the physical resources are in place; meeting today resulted in suggesting that 4 patrons per half-hour would be admitted with six people total in the library.
  - b. Mulvehill suggests that we put signage on the bathroom that indicates it is for the staff and "emergency use only" to limit the number of people using the bathroom. Schwelm agrees.
  - c. Mulvehill also suggests touching base with Dave White to let him know what we're planning to do and make sure he knows that we are planning to enforce mask wearing.
  - d. O'Reilly asks about glove disposal: Greeters will be showing folks on their way out about safe glove removal and there will be a bin outside the building to dispose of used gloves.

- e. Nevins asks whether patrons will be allowed to use their own bags: Schwelm answers yes.
- f. CWMARS does not want libraries to do formal contact tracing because of patron privacy- it is not ethical to keep a minute-by-minute log of who is there and for how long. However, library can keep a log of patron appointments and staff shifts which will essentially allow us to contact trace if necessary, this would not be information that would be made public or shared with CWMars or anyone else. Schwelm could use the information, if necessary, to inform the community.
- g. Mulvehill asks about air flow and HVac: Schwelm isn't sure whether the HVac is up to code to replace air: that is something that we'll have to do if our in-person browsing services extends into the seasons where we can't keep windows and doors open. Tom Martin from Board of Health felt that current air circulation with windows and doors was sufficient.
- h. Mulvehill asks whether we have some policy to be able to cancel browsing appointments if the weather does not support cross-breezes—so storms, extremely muggy or hot weather. Could offer flexibility. Whiting suggests that we state something like, "If conditions are such that we don't feel we can safely guarantee air flow we may cancel browsing appointments" to allow people to understand how/ why decisions are being made.
- i. O'Reilly suggests making amendment to the Pandemic Policy that allows director to make calls at her discretion to cancel the library browsing hours. In the case that browsing hours need to be cancelled people can always choose books to retrieve curbside.
- j. Jared's schedule will change to have him in twice per week to clean after each browsing time period. This will not

increase his hours because he won't be cleaning the closed sections or the community room.

- k. Schwelm has a closing activity for the summer reading program: outdoors with enforced social distancing – trustees give thumbs up for this program.
- l. Regarding the letter from Jon Kahane: Mulvehill shares that he understands where Jon is coming from but wonders if Kahane understands the safety measures that are in place for patrons. Schwelm shares that he knows what was in the public announcement.
  - i. Mulvehill suggests we share with Kahane that we worked hand-in-hand with the board of health; we are monitoring the situation and have given Schwelm authority to cancel browsing if necessary. We make it clear that we hear him, and explain the mitigation steps we have taken. We are taking more precautions than are advised/mandatory. Whiting suggests sharing whose recommendations, and which studies, we are following so it's clear that its research based and following recommended guidelines. We are going above and beyond to prioritize “staff and public safety”.
  - ii. O'Reilly notes that trustees did not vote on soft opening: we entrusted Schwelm to make that decision; as we will entrust her moving forward to make decisions based on what she sees in real time. Trustees do not have to gather and vote. This should be communicated to Kahane.
  - iii. Mulvehill clarifies that it is not in Schwelm's plan to expand browsing hours before our September meeting: she affirms that she will not. Schwelm does plan to add curbside hours on Monday so that there

are still 3 slots of curbside. This will allow for 26 hours of service which is nearly at the 29 hours we typically provide services.

5. Friends Report: There is no Friends Report since there are no meetings; though the Friends' did vote to get Schwelm a debit card to make purchases with. Friends will still need to vote on items she purchases but it will make an easier paper trail and will eliminate the need for reimbursement.

## 6. Old Business

a. Board Organization: Table until next month due to time

## 7. New Business

- a. Reopening Plans: as discussed during director's report. In addition: Schwelm hopes to buy a pop-up canopy tent to put the greeters in outside. Mulvehill suggests Dick's Sporting Goods or Amazon.  
Cooper asks what hours will be: 9-12 Seniors on Tuesday; 1-5 Tuesdays for everyone, and then 1-5 on Wednesdays.
- b. COA possible concert: Schwelm had explored possibility of having Kate and Rico do a concert (which had already been planned pre-pandemic) however, the concert committee met and while half were absolutely opposed and half were in favor they ultimately determined not to do it. Then, a few days later Amy Landau asked to use the Cultural Council Grant for a COA concert. However, Schwelm no longer wants to do a big outdoor event. Cultural Council seems to be very flexible about when to spend the funds, Schwelm think Landau may

not lose the funding after all and will suggest that she try to extend the funding to do a spring event.

Trustees feel strongly that decision was already made not to do a concert and that Schwelm should not take this on.

- c. Director's Performance Evaluation: O'Reilly gleaned from reading library materials that there should be a formalized, developed process for the PE. Recommendations in the manual are a tool based on goals or job description. Theoretically this process should be taking place in August (now). Director should be involved in this process. Asks should we table this for next month?
  - a. Cooper suggests she would be able to help with it but cannot do it until early fall.
  - b. Whiting says it's a great chance to get things moving forward.
  - c. O'Reilly: we should look at what we already have in terms of tools and process and figure out what needs to be tweaked. Everybody should have that information and an understanding of it. Mulvehill will leave files of all previous performance reviews on O'Reilly's porch tomorrow.
  - d. Mulvehill asks: we talked about getting a scanner app on O'Reilly's phone. Whiting suggests the document could also be photographed.

8. Any other business to come before the meeting not anticipated at time of posting: None.

Next Meeting: 9.10.20 at 7:00 PM via Zoom.

Adjourn: Motion made by Nevins; seconded by Mulvehill. Roll call taken: all approve.

Submitted: 8.13.20