

Corrected accepted
June 8, 2020

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
May 11, 2020

PRESENT: **Via Phone:** Shannon Castille, Ann Canning,
John Higgins, Lisa Smyle and MaryPaul Yates
At library: Mickey Jervas
Library Director: Mark Makuc
Absent: No one

Meeting was called to order - 7:10pm.

MINUTES: The minutes of March 9, 2020 were accepted as written by motion made by Lisa and seconded by John. The minutes of March 19, 2020 were corrected and accepted by motion made by Shannon and seconded by John. The minutes of April 6, 2020 were corrected and accepted by motion made by John and seconded by MaryPaul Yates. A roll call vote was taken for each set of minutes which each received a unanimous affirmative vote.

DIRECTOR'S REPORT: As they proposed, Brookbend has planted hemlock trees on their side of our joint property line.

Spring cleaning has been underway with the windows, carpets and upholstery all being cleaned. Beth Parks has been doing a deep cleaning throughout the building.

Adam Chait, of Fiber Connect, installed an antenna at the library to increase power. The increase has been thankfully noted by users.

A few weeks ago with just 9% of residents completing the form, Monterey ranked fifth from the bottom in Massachusetts responses to the 2020 census. Mark has been reaching out to get more people to respond. We now rank ninth from the bottom with 15% responding.

People continue to contact Mark about getting library cards and asking questions on how to operate the on-line library system during this isolating time.

All staff members have received their evaluation and have taken their ethics test. They are also attending pertinent webinars.

The basement heaters are both working. The humidifiers appear to be working but will have to be monitored during

the next heating season. The technician working on these issues has a plan for quieting the noisy fan in the multi-purpose room.

Mark has been in discussion with an electrician about correcting the lighting in the adult fiction/non-fiction area. They have devised a plan that will move two existing units and add two more. This will be the easiest way to get light to areas where it is needed between the stacks and in the office.

The final grant payment from the MBLC will not be made until all issues have been satisfied and all vendors have been paid in full. We hope to have this all completed by early June. Our one year warranty period ends mid-July.

Mark has found a source for gloves, masks and wipes and has ordered more.

In putting together our plan for reopening the library Mark is following guidance from the Occupational Safety and Health Administration [OSHA]. OSHA divides risk into four categories: Low, Medium, High and Severe. Severe applies to hospitals, etc. If we have patrons in the library while the COVID-19 virus is still active we would be at a medium risk. Without patrons it will be a low risk.

There are five steps to the plan:

1. Develop infectious disease preparation & response plan.
2. Prepare & implement basic infection prevention measures.
3. Adapt policies & procedures for identification of illness and separation of patrons or staff who exhibit symptoms of illness.
4. Develop workplace flexibilities and protection.
5. Implement workplace controls.

Workplace controls include "sneeze guards". Mark has identified two areas that will require sneeze guards, the circulation desk and the computer table. The desk will need a 4 foot by 4 foot guard, the computer table a 3 foot high guard. Mark has spoken to a local vendor for the Plexiglas and has found a source for the necessary hardware. The estimated cost will be about \$700.

The State may reimburse up to 75% for virus protection, including wages for wipe down time.

After a short discussion the trustees agreed that Mark appears to have a good handle on producing a workable plan for reopening the library and encourage him to continue, including obtaining the sneeze guards.

Ann pointed out that the Governor was expected to make an announcement as to loosening shut-down restrictions during the week of May 18th. In the meantime Mark has been working on the plan for opening and would like trustee input. Lisa pointed out that she expects explicit guidance from the Governor. This would include four steps for opening public spaces: 1. Staff in place, 2. Curb-side service, 3. Limited number of patrons at a given time, 4. Complete service. If the Governor says it is okay for staff to return there is no need for a vote from the trustees.

Jim Wilusz, Town Sanitary Inspector, reached out to Mark asking what direction the MBLC is putting out for libraries. They also discussed our HVAC system which turns the air in our building over every two hours. Once Mark has completed the plan for opening he will give it to the trustees for review before presenting it to the Board of Health. Jim will be invited to attend a trustee meeting.

Alex Reczkowski, Director of the Berkshire Athenaeum in Pittsfield, is ready to go with curbside service as soon as the governor says go. Most Berkshire County libraries also want to go curbside.

Mark laid out his plan for exactly how curbside delivery will be handled. If he feels the need for a meeting, the trustees will schedule a meeting.

CHAIR'S REPORT: At this time Ann asked Mark if he would step aside from the meeting and he signed off. Ann said she wanted to discuss an issue that had been approached during Mark's evaluation with the remaining trustees. The issue was how to appropriately reward and compensate Mark for the countless hours he gave during the renovation, as well as those he gives on a routine basis. Sometime between then and now it had been pointed out that Mark received no vacation time. With very little discussion it was agreed that Mark would be offered a yearly two week paid vacation starting this July 1st.

OLD BUSINESS: None

NEW BUSINESS: None

The meeting was adjourned at 8:25pm by motion made by Lisa and seconded by John.

NEXT MEETING: Monday, June 8, 2020 7:00pm

Agenda - Status of coronavirus closings

Town Meeting Preparation and Building progress

Submitted by: Mickey Jervas, Secretary