

LIBRARIAN REPORT

April 14, 2020

Building

The building is progressing nicely. All of Phase 1 ceiling grid is installed and ceiling tiles are ready to go in. Genealogy, Admin and Children's flooring is going in this week and next. Genealogy shelves are being installed and we should be able to move our material within the week. The prep work for the new HVAC unit above non-fiction is done and now the unit just needs installed. Casework is starting to arrive and is being installed this week and next. Framing is finished for the large and small meeting rooms and we are just waiting on the glass door systems to arrive. The schedule for the river layout with the flooring in the Children's room is next Monday or Tuesday. The new stoop and patio has been poured outside the Children's Room exit. The new wall outside of the Large and Small meeting rooms is being installed and they are moving quickly. I expect to see the drywall crew start prepping the new wall next week. This is the exciting part of the project. However, when I think about what still needs to be done, we have a long way to go. Phase 1 is still projected to finish on May 15th.

Budget

Due to the unknowns of our financial draws next year, I have asked staff to cut their spending on materials and supplies by 50% until will receive final Local Income Tax amounts for 2021 budgets. Our budget is supported with 52% in property tax draws and 48% of our budget comes from Local Income Tax and other miscellaneous taxes. With so many now filing for unemployment and not knowing how long people will be on unemployment or see pay decreases, we want to be cautious with the funds we currently have on hand.

Policy and By-laws

The policies for review this month are Donor, Exhibit and Fixed Asset Policies

Director Evaluation Survey

April through May is typically the time that the board sends out evaluations for my position. The committee members in charge of this process are Kim, Ted and Steve.

PCO review and approval

Attached to the agenda you will find a list of all approved PCOs or changes of work for the library project. Not listed is a decrease in the wall mural allowance. Since it is an allowance item, the costs are deducted from the allowance and not an increase/decrease to our

contract. If the allowance balance were ultimately unused, a deductive change order would be issued to CME to deduce our contract by the remaining amount and return the funds to the library. Please look over this list for approval.

Epidemic/Pandemic Policy

Attached to the agenda is a new policy addressing library emergencies surrounding epidemics or pandemics. Please look over this policy and suggest any changes or additions before immediate approval.

Library Closure and Future Offerings

Dr Kristina Box, Indiana's State Health Commissioner, has projected Indiana's peak for Coronavirus to be mid-May and I foresee the Governor extending the stay-at-home order at least another 2 weeks. So, I am suggesting for the library's closure to be essential work only until the stay-at-home order is lifted and then limited patron services offered in phases in accordance to guidelines from the State and Local Health and Government authorities, including the CDC, until we are allowed to function at full capacity. Currently, department heads and admin are looking at ways to provide limited services to maintain social distancing once the stay-at-home order has ended. This will most likely look like our foyer having dedicated plastic chambers for scheduled computer use, a pass through slot for document assistance and curbside pick-up for library materials. Staff would be scheduled in a way that would adhere to the required social distancing guidelines at the time. We would have our high-risk staff working remotely or behind the scenes and our less at risk staff doing the computer assistance, document assistance and curbside pick-up. We would set-up these services in a way that promoted social distancing and washing/sanitizing of hands and items as needed between each interaction.

Resolution 20-5 COVID-19 Sick Leave and Pay Resolution

Attached to the agenda is Resolution 20-5. This resolution outlines the library's proposed response to staff pay and sick leave in accordance with COVID-19 and the new Families First Coronavirus Response Act (FFCRA). The FFCRA is only in effect until December 31. Danielle watched a couple of webinars provided by ICE Miller and the new act was discussed during our ILF Director meetings as well. Along with ICE Miller and the State Library's legal team, we have been given interpretations as to how this new act will effect libraries. What we are proposing with this resolution is slightly more than the minimum requirements of the new act and we are proposing this because we have been told by multiple legal groups that the act is very open to interpretation and easily allows lawsuits. By giving all of our staff a blanket 2 weeks of paid sick leave to be used in accordance with COVID-19 issues, we are hopefully protecting the library from the potential of having petty lawsuits.

Roof Bids

By Monday, I should have attached to the agenda a bid tabulation table for roof bids for the restoration of our remaining roof sections. These sections include the roof above the new non-fiction, the roof above the limestone pillar and our metal roof. I will update the agenda and this report once I have the final information from Tremco about the bids received.

Director Updates

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting-cancelled

United Way Board Meeting-cancelled

Early Learning Committee-cancelled

Bluffton NOW! Board Meeting-cancelled

Economic Development Council-cancelled

Chamber Board meeting-meeting through Zoom

Chamber Executive Meeting-meeting through Zoom

Education Committee-cancelled

Rotary Meetings-cancelled

Leadership Academy-Level 3-cancelled

YMCA Board Meeting-met over zoom

ILF Library Director Meetings

Meeting Updates inside the library:

Department Head meeting – met through Microsoft Teams, discussed the new Epidemic/Pandemic Policy, FCCRA and Phasing plans for slow opening to the public

Current Projects/Big Programs/News:

The building project

Plans for Children's Book Festival are underway-we are hoping this can still happen

Grants:

The Teen program-funding request from the Wells County Foundation was approved. This grant supplies our teen department with all of their programming needs for the year and is greatly appreciated.