

## **LIBRARIAN REPORT**

### **April 13, 2021**

#### **Building**

The Cannem project was completed successfully. We are noticing a difference in heat/air conditions. We sent the dehumidifiers back when they did not run after the last major rainstorms we had come through. The company said they could be here within 24 hours with units in case we started having issues again.

#### **Policy and By-laws-discussion only**

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

#### **COVID Updates**

Starting April 6th:

Masks are recommended but not required of patrons and staff. If a patron requests that you wear a mask when helping them within 6 feet, we will be respectful and put on a mask (if you don't already have one on). If you will be working or are around a fellow staff member within 6 feet facing or 3 feet not face-to-face and they wish you to wear a mask, please be respectful and do so.

If the audience of a program cannot be spaced by 6 feet, we can recommend a barrier (which includes masks) or limit registrations. The wording in the Executive Order is "should social distance" not must, so if a staff member is concerned with the closeness of a program, they can choose to limit registrations, space seating, serve only prepackaged items and/or recommend masks. If a staff member feels personally unsafe, they can ask attendees to keep a 6-foot distance or wear a mask while talking to you within 6 feet of your personal space. If we have a guest speaker that requires it, then because it is in their policy to do so, we will require masks at that program.

Our signage will still say masks are recommended and that we will still provide masks at the front desk. We will no longer insist people put masks on, but they should still practice 6-foot social distancing.

At this time, Plexiglas will remain at service desks until a barrier within 6 feet is no longer required or we learn more.

Our policy simply states that we will follow the guidelines of our State and Local health departments and this course of action is what does that. The additional guidance provided to companies in the Executive order includes:

*c. Guidance for all Businesses/Employers:*

All businesses and employers are encouraged to adopt and/or take the following actions:

- i) ensure sick leave policies are up to date, flexible, and non-punitive in order to allow sick employees to stay home to care for themselves, children or other family members. Consider encouraging employees to do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath);
- ii) actively encourage sick employees to stay home until they are free of fever and symptoms for the requisite time periods recommended by the CDC as set forth here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. Suspend any policies and do not require a healthcare provider's note to validate the illness or return to work of employees who are sick with acute respiratory illness;

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- iii) promptly separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered;
- iv) reinforce key messages to all employees regularly (including stay home when sick, use cough and sneeze etiquette, and practice hand hygiene), and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees;
- v) frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use;

Of course, at any time, the County Health department could put stronger restrictions in place, and this would all change according to their restrictions. As of Friday, the Local Health Board, states that their opinion is that people should be cautious and still wear them (especially if not vaccinated), but they are not requiring masks in Wells County. There was some talk of the City extending the mask mandate, but I don't think the City Council seemed in favor of that at their last meeting. Also, moving the mandate to a recommendation doesn't mean that you or your staff can't wear a mask. No one should be discriminated or looked down upon whether they choose to wear a mask or not and we will respect each other's decisions.

## **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 Dustin (Kim assisting) and Steve.

## **SBOA allowed payments-discussion only**

The State Board of Accounts (SBOA) has shared their new list of items that are allowed to be paid with payroll outside of a board meeting. When this occurs, the bills are included in the payroll packet, which is submitted to the board treasurer for approval. Currently, we are approved to pay utilities and insurance bills with payroll. This is just a discussion for this meeting on whether you want to approve the library to pay any of these other items outside of a board meeting with payroll. The items on this list are typically things that have been approved by the board already, like paying contracts or bond payments or utilities that have a hard due date and may need to be paid outside of board meeting to prevent late fees. If you would like to add any of these items to those the library is approved to pay outside of a board meeting, I will create a resolution for May's board meeting that will allow those items to be added.

## **Internet User Agreement-voting item**

As we discussed at our last meeting, we would like to do away with the extra parental agreement form for internet access of patrons 12 years and older (Teen Cards). Instead, we are going to alter the library card agreement patrons sign when they receive their card to state that they understand a library card provides internet access to all patrons 12 years old and older. We are also proposing to tweak our Internet User Agreement to state that using internet in our building implies an agreement with our policy. I read different policy examples provided by other libraries to the state library and most of them included this statement. The excess parental agreement was created at a time that the internet was only available to teens at the library, school and maybe home and wireless internet did not exist. Now, teens can access our wireless internet on their own personal devices. For the teen whose family cannot afford a personal device and their parent cannot/will not come to the library to sign an additional internet agreement after they already came in to sign them up for a card, we are making it more difficult for them to access information; especially during the summer when their school devices have been returned. Attached to the agenda is our proposed changes to the Internet Use Policy to make this change possible.

## **Ossian Restroom Projects-voting item**

I contacted 3 companies for quotes on the Ossian Restroom project. They have until Monday to submit the quotes and I will share them with you as I receive them. So far, I know

that Jackson Construction and Barkely Builders are willing to provide quotes. I also contacted Prough Builders but have not heard from them.

**Closed for the Holidays:**

Closed 8-1, Friday, May 21 (In-service)

Closed all day Saturday May 29<sup>th</sup> and Monday, May 31<sup>st</sup>

**Director Updates**

Community Meetings/Activities attended outside the library:

Creative Arts Council Board Meeting

United Way Board Meeting-did not meet

Bluffton NOW! Board Meeting

Chamber Board meeting

Chamber Executive Meeting

Rotary Meetings

Leadership Academy

YMCA Board Meeting

Wells County Foundation Board Meeting

Wells County Foundation Grants Committee

**Meeting Updates inside the library:**

Department Head meeting – Discussed changing restrictions to teens on our internet user agreement, summer interns, spring in-service and updating the WordWise category of Science and Self-Help.

**Current Projects/Big Programs/News:**

-Plans for Children’s Book Festival are underway.

-CARES Act funding – We received \$1,400 in reimbursement for COVID related expenses. This mostly covered our Plexiglas shields, masks and some cleaning supplies.

-Received \$7,040 from the Wells County Foundation Wabash Endowment for the 2021-2022 Teen programming fund.

-We have currently helped 781 patrons through the AARP tax service