

**Minutes of the Regular Library Board of Trustees Meeting by Zoom
June 16, 2020**

Attendance: Board members John Bertoni, Patrice Cummings, Rich Diegnan, Jeff Hammond, Mark Krook, Lucy Orfan, Skip Orza, and Terry Thompson were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library, Nancy Verduin, President of the Friends of the Bernardsville Public Library, Leslie Brown-Witt, President of the Bernardsville Library Foundation, library staff members Laura Cole, Madelyn English, and Tammy Shaw, and John La Duc and Bob Baker were also present.

President John Bertoni called the Board of Trustees (“Board”) meeting to order at 5:32 p.m. and read the Open Meeting Notice, followed by the roll call.

Approval of Minutes: The minutes of the May 19, 2020 meeting were approved with one correction.

Director’s Report: The full-time staff is back in the library on their reduced schedules, with one exception, and a part-time shelver will start on June 23, the day after curbside service is scheduled to begin. The book drop is newly open and 230 items have been returned, out of the 4300 items that are out. The staff is answering phone calls and emails. There is currently no delivery for interlibrary loans. The library has received requests for 70 items for curbside delivery, in the first two days after the announcement. The borough has asked the library to switch from the current downstairs office to the adjoining one, and has provided the manpower to move the files and other materials. Mrs. Cummings thanked Ms. Arnold and the staff for all they have done. Dr. Hammond asked about lessons learned during the period of virtual service; Ms. Arnold responded that though there was interest in virtual programs at the outset, that has dropped off, perhaps because so many more professionally-produced virtual programs have become available on the internet.

Treasurer’s Report: Mr. Krook noted that spending in the last month had been slightly under the estimates given to the borough, but that it would pick up with the increased on-site activity. He moved to approve the Treasurer’s Report, to pay the new bills received from June 1 to June 16, 2020 and to ratify the payment of bills received and paid from May 17 to May 31, 2020. Mr. Bertoni seconded the motion, which carried by unanimous roll call vote.

Committee Reports: Finance: Mr. Krook reported that the Borough had reduced the library’s budgeted amount in the Borough budget, as introduced, by \$57,800, an amount which corresponds to the savings the library has achieved by the closure in April and May and the postponement of the community room rework to 2021. Mr. Krook noted that there would be additional spending necessary for the PPE the library must provide for staff and, now and when it reopens to patrons. Ms. Thompson said that FEMA grants might be available and suggested that Ms. Arnold contact Chief Valentine, who will be writing the FEMA grant application for the borough, to include the library’s spending on PPE.

Personnel: Ms. Thompson reported that the Personnel Committee had met to discuss how to handle a staff member’s possible refusal to return to work.

Policy: Mrs. Orfan reported that the Policy Committee had met and recommended that the Board adopt a series of policy changes to accommodate what are expected to be the requirements for reopening to patrons. A copy of the proposed changes is attached to these minutes. After discussion, Mrs. Orfan moved that the changes be accepted. Mr. Krook seconded the motion, which carried unanimously. Mrs. Orfan then reported on the draft Infection Protection Policy for employees, which is based on one that the Borough has adopted that was prepared by Lisa Barre-Quick, the Borough’s employment lawyer. Ms. Thompson suggested that the six-foot distancing requirement be removed from the private office section and that the “Violations” section be amended by adding “, including termination” after “discipline”. Mr. Bertoni concurred in this. Mrs. Orfan moved the

adoption of the Infection Protection Policy with Ms. Thompson's changes. Mr. Bertoni seconded the motion, which carried unanimously.

Planning: Did not meet.

Public Participation:

Nancy Verduin, for the Friends, reported that the Friends had a virtual meeting in June, principally to discuss what the "new normal" may be. Certain events will not take place this year, including the Senior Breakfast and the Volunteer Luncheon. When movies or concerts can resume in the library, there may have to be advance signups for social distancing purposes. They have discussed "drive-up" events. There is some concern about the compression of public solicitations between the Friends and the Foundation. It's too soon to know if the mini-golf can go forward.

Leslie Brown-Witt, for the Foundation, reported on the financials, that their letter would go out the end of June, and that they were still planning the wine and beer tasting event for the beginning of October but that the steering committee for the event was looking at possible virtual alternatives.

Bob Baker, for the VITA volunteers, asked about working inside the library to prepare tax returns. The volunteers will meet clients out of doors, at the two ends of the bench in the Parsons garden. After discussion, the Board offered to allow the VITA volunteers to use the space in the downstairs office. Bob mentioned that the new office was bigger than the former space.

Communications: Ms. Arnold said that publicity about curbside service had been posted and placed in the Bubble and the Bernardsville News.

Unfinished Business: None.

New Business: None.

At 6.47 p.m. the meeting adjourned.

Respectfully submitted,
Terry A. Thompson, Secretary

Phased Plan for Reopening Bernardsville Public Library Updates/Additions to Library Policy

May 19, 2020

Goal: To comply with State and Municipal orders / guidelines and maintain the safety of patrons and staff while restoring services to the community as quickly and robustly as possible.

Note: Lifting of face mask requirement, occupancy requirements, etc. will be guided by State and Borough orders.

As conditions change the policies will be reviewed. Otherwise, if appropriate they will sunset on December 31, 2020.

Patron rules of conduct

Patrons are expected to wear masks pursuant to government recommendations, not to visit the library if they are feeling ill, and to follow appropriate social distancing recommendations.

1. Patrons are expected to follow appropriate social distancing requirements of 6'. In order to ensure appropriate social distancing, the library limits family and social groups to no more than four people at one time.
2. If the library is at capacity, patrons will be requested to stay no longer than one hour.
3. A patron other than a small child who refuses to wear a mask will not be allowed to enter the library.
4. Patrons displaying signs of illness, such as frequent coughing or sneezing, should not try to enter the library.

The library reserves the right to ask people to leave the building if they do not follow these rules.

Community room, small meeting room, story time room, quiet study room

All library meeting rooms will be closed until further notice.

Computer use

The Director is responsible for creating and implementing procedures to provide time limits for individual patrons so that more patrons can use computers while capacity limits are in place and to facilitate appropriate cleaning procedures as needed.

Unattended children

Because of the problem of supervising social distancing at the present, we are changing our rules to require that children under the age of 15 years may not be in the library unless under the constant, direct supervision of an adult caregiver who is 21 years or older.

Borrowing policy

The Library Director is responsible for reviewing and implementing limits on borrowing materials to ensure maximum access for all patrons.

Bernardsville Library

Workplace COVID-19 Infection Prevention Policy

Applicability: This policy is applicable to all employees of the Library.

Purpose: The Library takes the risks posed by the COVID-19 pandemic extremely seriously. To enable employees to return to the workplace while endeavoring to minimize any associated risk and ensure the safety of Library employees and their families to the maximum extent possible, the Library has undertaken a number of steps, including, but not limited to sanitation, cleaning the Library thoroughly prior to opening and daily when employees return to the building, relocating employee workstations to ensure a minimum of 6' between employees, the issuance of masks to all employees, and the requirement that they be worn except in private offices. The health and safety of Library employees, their families, and ultimately, the public are our highest priority. This policy is designed to ensure the safety of employees returning to Library offices consistent with CDC and other applicable guidance regarding workplace safety in view of the COVID-19 pandemic.

Effective Date: This policy is effective immediately and will remain in place until further notice. This policy is subject to change based upon the needs of the Library, its employees, the public, as well as evolving CDC and/or other applicable guidance.

Mask or Face Coverings Required: Consistent with CDC guidance, all employees are required to wear a mask or cloth face-covering that covers their mouth and nose at all times while in the workplace, including when coming from and going to the employee's vehicle, subject only to the following exceptions:

- Employees who work on their own in an enclosed space (e.g., their own private office) are permitted to remove their mask or face covering. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask or face covering to do so, provided they are situated at least 6' away from others and perform the necessary hand hygiene before removing and after replacing the mask.

Health or Other Concerns: Employees who believe that their health or safety is put at risk by wearing a mask or cloth face covering, should immediately contact the Executive Director, Alexandria Arnold, to discuss concerns and potential accommodations.

Social Distancing: Employees should make every effort to remain in excess of 6' away from co-workers or anyone else present in the workplace to the maximum extent possible at all times. This requirement is *in addition to wearing a mask*.

Sanitizing Personal Work Areas: The Library will provide sanitizing wipes or spray in all work locations. Employees will be responsible for sanitizing desktop, keyboard, mouse, phone, and other high touch surfaces in their work area upon arrival at and prior to departure from the

workplace. Additionally, the Library will be conducting enhanced cleaning of all work areas, particularly high touch surfaces.

Frequent Hand Washing: Employees are encouraged to frequently wash their hands in accordance with CDC handwashing guidelines. When hand washing is not possible, an employee should frequently utilize hand sanitizer with at least 60% alcohol content. CDC handwashing guidelines are posted in all appropriate locations and should be observed.

Cover Coughs and Sneezes and Properly Dispose of Waste: Employees are expected to cover coughs and sneezes and promptly dispose of used tissues and other waste promptly in an appropriate waste receptacle and wash hands in accordance with CDC guidelines after doing so.

Avoid Sharing Food and Other Items: Effective immediately, employees are restricted from bringing food or other items to work other than for personal consumption. Until further notice, shared coffee, creamer, and other items will no longer be available.

No Meetings or Gatherings: All business which may be conducted via phone or videoconference, including interactions within the Library offices, should be conducted in this fashion. In person meetings should only be held if absolutely essential and only in accordance with social distancing, masking, and other requirements of this policy being strictly followed. No social gatherings of any nature are permitted, including but not limited to birthday celebrations, etc. Employees are encouraged to bring their own food, utensils, etc., and to avoid the use of common areas to the maximum extent possible. When utilizing shared restrooms, employees must maintain social distancing and observe proper hand washing protocols before returning to work.

Stay Home When Sick: Employees who are sick should stay home. Employees who feel ill while at work should advise their supervisor and leave the workplace. Employees with a fever, cough, shortness of breath, or other COVID-19 symptoms should not report to work and should consult with their healthcare provider. If a member of the employee's family or other occupant of their home contracts COVID-19 or the employee has otherwise had a known exposure, the employee should notify Executive Director Alexandria Arnold prior to reporting to work and seek further instruction. Employees subject to quarantine or home isolation may not return to work until they have met CDC criteria to discontinue quarantine or isolation. Information about protected leave and/or income replacement under the Families First Coronavirus Response Act, Family and Medical Leave Act, New Jersey Family Leave Act, New Jersey Paid Family Leave and/or Library Policy for an COVID-19 related absence is available from Alexandria Arnold.

Observe CDC and Other Guidance: Information about stopping the spread of COVID-19, proper hand hygiene and washing, protective measures, and how to properly wear a face mask are posted throughout the Library offices and facilities and guidance must be strictly closely followed. Additional information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Violations of the Policy: Violations of this policy, including but not limited to failure to wear a face mask or covering as required and/or to maintain appropriate social distancing, will subject employees to discipline, including termination. The Library takes the enforcement of this policy extremely seriously given the stakes for employees and their families. Accordingly, repeated violations of this policy will not be tolerated.

High Risk Employees: Consistent with CDC Guidelines, employees who are higher risk for severe illness from COVID-19, due to being over the age of 65 or because of an underlying condition, including, but not limited to chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis are encouraged to self-identify so that the Library may determine what, if any additional protection and/or accommodation may be appropriate. Employees will be required to provide medical substantiation of their condition and information about the specific accommodation they are requesting.

Questions: Questions or concerns should be directed to Executive Director Alexandria Arnold or to her designated assistant.