

Draft – Pending Board Approval

**HARFORD COUNTY PUBLIC LIBRARY
FY 2020 BOARD OF TRUSTEES**

VIRTUAL MEETING MINUTES

May 21, 2020

Present: Dwayne Adams, William B. Allen, Alex M. Allman, Kenneth R. Avery, Honorable Susan H. Hazlett, Taryn J. Martin, Durbin Vido, Carol Wright, Student Liaison David C. Oguh, and CEO Mary L. Hastler, and Jennifer Button

Absent: Trustee Nancy Brown and County Councilman Chad R. Shrodes

CALL TO ORDER

Chairperson Alex Allman called the virtual meeting of the Harford County Public Library Board of Trustees to order at 6:40 PM.

CHANGES TO THE AGENDA

Ms. Hastler requested that the following Action Items be added to the Agenda:

- Reopen with Limited Service
- Support for Teleworking
- Temporary Modified Public Service Hours

APPROVAL OF MINUTES

MOTION: Motion by Judge Hazlett, seconded by Ms. Wright and approved by unanimous vote to accept the Minutes of the April 16, 2020 Board Meeting.

CEO REPORT – Ms. Hastler

The following provides an overview of the Library’s response to the COVID-19 Pandemic and related activities from March 12 through May 21, 2020.

March 12, 2020 – The library announced that all programs and events would be cancelled beginning March 13 through the end of March

March 13, 2020 – The Library announced all branches would be closed effective Monday, March 16, through the end of March

- Regular emails are being sent out to all staff providing updates on the library system and other pertinent information. In addition, the emergency phone line message is being updated for employees who do not have online access along with the text alert system. These methods will continue to be used during the crisis.
- The Marketing Department created a communications plan to push out information regarding online eBooks, eMovies, and all the library online products through eNews, Social Networking, Library website, etc. The Library began working with vendors to lift vendor prescribed restrictions in order to provide smooth access for customers and many vendors came forward and lifted restrictions without a request (Ancestry.com, etc.).

- All fines and fees are lifted during the closure period and all materials due dates have been extended through June encouraging customers to keep materials home until we reopen. Library card anniversary renewals have been extended through July 1. Promoting the availability of online digital library cards as a great way to access eBooks and more.
- The Library Wi-Fi extends into the parking lots of the branches and Riverside providing 24/7 access. The IT Team has been monitoring this remotely and this has been a critical service in the northern part of the county where there is no high speed internet as well as in other areas of the county where access is complicated (Havre de Grace).
- The Board of Trustees approved (through email) paying all full and part-time staff their regular pay during closure. Staff complete their electronic timesheets through PayCom for their usual schedule. The expectation is for staff to work from home and be available to return to work immediately when the restrictions are lifted. Staff who wish to take annual and personal leave during this time may do so and the expectation is they would not be available to work from home or return to work immediately during their leave time.
- Designated essential staff were provided a letter from the CEO authorizing permission to come to work to perform a critical and essential function/task.

March 15 – The Library was contacted by Upper Chesapeake Health System to consider setting up daycare for designated essential/critical medical and health care staff. The Library designated both the Abingdon and Havre de Grace Libraries for this purpose during closure and developed an operational plan effective March 19 coordinating several community partner services. The service was cancelled the evening of March 18th by University of Maryland in Baltimore.

March 20 – The Materials team begin ordering additional eBooks through Overdrive. MacMillian Publishers lifted the eBook embargo and returned to library eBook pricing model.

Week of March 23

- The Library announced that all branches would be closed indefinitely on **March 25th**
- The Library provided access to all supervisors Zoom to use for department meetings, etc. The first weekly Administrative Council meeting was held on March 24th.
- The Library Foundation Executive Board met through Zoom. The Rodeo has been postponed until June 19, 2021.
- The renovation project at Aberdeen Library continues and is moving along nicely.
- The Library researched using 3D printers to make masks. It was determined that two of the printers in Abingdon were the size required. The filament the library uses is corn based and non-toxic requiring no venting or PPE while printing. The filament needed to make the masks requires special venting and PPE and was difficult to source.
- A weekly report of digital usage during closure was created to track how customers are using the library's online products during closure.

Week of March 30

- Families First Coronavirus Response Act Procedures (Emergency Paid Sick Leave Act and Emergency Family Medical Leave Expansion Act)
- The Families First Coronavirus Response act (FFCRA) requires certain employers to provide their employees with paid sick or family leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division administered and enforces the new law's paid leave requirements. These provisions will apply from the effective date April 1, 2020 through December 31, 2020, and the library is developing procedures to address this act.
- The Library began planning for the new future when we reopen.
- Summer Reading Challenge 2020 will be virtual and open to all ages.
- There will be no encouragement of group gatherings in the library through the end of August. No programming, no events, no meeting room bookings, etc. Developing the capability of providing online events and programming. Summer edition of Headlines & Happenings has been cancelled.

- Staggered staffing, limited hours of operation, drive through service only, etc. Mandatory mask wearing, revised service delivery model, etc.
- Staff are encouraged to participate in staff development opportunities while closed including cybersecurity training, customer service training, new technology, etc.

Week of April 6

- CEO participated in a Public Affairs interview with Jeff St. Pierre on what the library was doing to help the community during the pandemic.
- The CEO was interviewed by *The Daily Record* for an article on how the library is responding during the crisis, etc.
- The Library approved lifting some of the restrictions pertaining to the 457 and library employees as a result of COVID-19. This enables library participants to access their 457 account if needed during this difficult time.
- The Cultural Arts Board is working on developing emergency grants to struggling artists in the county. Each artist would be eligible to receive \$1,000 and CAB is modeling this program on the Maryland States Arts guidelines.
- CEO was interviewed by Greg Graham, *The Baltimore Sun*, on what the library is planning in the new future and top five titles being read through the Library digital products.

Week of April 13

- The County Executive announced his proposed budget for Fiscal Year 2021 and the library has received a 3% increase (\$534,147) for a total appropriation of \$18,339,055. This is \$1,251,093 less than we requested. As an overview, the Library requested wage parity and a 1% increase for staff is equal to \$129,244 and we always hope for a minimum of 2-4% salary increase for eligible staff; \$528,000 to address the compression issue; 10% increase for health and dental benefit for active and retired employees (\$491,668); a materials increase of \$372,313 to support STEM and eProducts; Software \$153,000; electricity increase \$41,000; Paycom/onboarding/and ACA reporting increase \$89,000; Security services \$13,000; Cataloging vendor increase \$5,500; Vehicle maintenance \$18,000. The Library also requested \$922,201 for technology for public and staff computers, server, firewall, and RFID and received \$400,000 in the capital budget. We do not know if the State aid to the library will be affected by the current freeze and forecast of reduced revenue. In addition, the revenue the library generates (fines and fees, meeting room bookings, copying, printing, Passport Processing) will also be lower than budgeted in this fiscal year and into next year.
- The Library is participating on the review panel for the bidding process to offer Medicare Advantage to library retirees.
- We are appreciative that we received a 3% increase and are in the process of reallocating funds in the budget for fiscal year 2021. The County Council will be reviewing the proposed County Executive budget and approve sometime in May/June. The Board of Trustees will be reviewing and approving the final budget at that time. The County Council cannot add money to the Library budget and can only cut from the budget. They are only allowed to add money to the school budget.
- The Materials Team is working on purchasing additional eBooks to expand the collection this fiscal year to meet customer needs.
- The Library submitted a Governor's Rural Broadband Emergency Grant request to expand the range of our current Wi-Fi service throughout the system. This request is on hold due to the State freeze.
- Facility projects continue through the closure including electrical projects in several branches, Abingdon HVAC replacement, preventative maintenance, etc. All branches are being deep cleaned prior to reopening.
- Begin planning open enrollment for benefits procedure for employees and retirees in May.
- Planning next week's virtual celebration of National Library Week. Virtual proclamation scheduled for Tuesday at 7:30 p.m.
- The Library is ordering 1,000 masks for staff in anticipation of reopening.

Week of April 20th

- The County Executive submitted the proposed Budget for FY 2021 to the Harford County Council. It is proposed that the Library receive a 3% operating budget. The next step of the process is for the County Council to review and to approve a final County Budget in May or June. At that time, the library will reallocate the budget and bring to the Board for final review and approval.
- The CEO was interviewed on iHeart Radio for a Public Affairs segment discussing public libraries and services/resources offered during COVID-19.
- National Library Week was celebrated with a County Council Proclamation virtually on Tuesday, April 21. The Marketing team created a special graphics for the library to push out on social media.
- Meetings and presentations were held with the Health Care Benefits Coalition on the new proposed Medical Group Advantage plan for library retirees. Several vendors were involved in the bidding process.
- On April 23, the HCPS Teacher of the Year Virtual Awards ceremony was held and the library was a sponsor this year in support of our educators.
- Planning for the library reopening continued.

Week of April 27th

- The newly revised summer reading virtual challenge for all ages was the hot topic this week with extensive discussion and planning underway. The Library is working with the Ironbirds on a project referred to as “Operation Hollywood Ironbirds,” as part of the new summer reading promotions.
- Statewide planning meetings continue sharing plans for reopening.
- The CEO taped a PSA for Harford County Network, Kristy Breslin, on the resources and services that the Library are offering to the community during COVID-19.
- Meetings continue on the proposed Medicare Group Advantage plan for retirees with the County Health Care Consortium.

Week of May 4th

- The Library delivered 105 3D clips to University of Maryland Upper Chesapeake Health Services. A Respiratory Therapist from Harford Memorial reached out to the library to see we could print the clips. The clips are used to ease the pressure of the elastic when wearing masks for a period of time. We were honored to be asked and many thanks to Ryan Rickels, Lisa Mittman and Frank DiBeneditto who spent three days in the Innovation Lab at Abingdon generating the clips (while practicing safe social distancing and wearing masks).
- The Children’s team developed a Virtual Storytime procedure and equipment is on order.
- The Cultural Arts Board set aside \$32,000 for an emergency grant fund for local artists. They distributed \$20,000 in support of the initial round of applications.
- On May 6, the library’s application for \$23,863.17 to the Governor’s Broadband Rural Grant Program was reviewed by the Maryland Board of Public Works and approved. This will enable the library to expand the existing Wi-Fi beyond the branch parking lot perimeters. The equipment has been ordered and original timeline was early June for install. However, we were notified on May 20th that it is on back order and delivery may be in early July. We will be notifying the state to see if the grant can be extended or if the original order will be in compliance with the grant terms.
- On May 8th, we were notified by the Maryland State Library that we will be receiving \$24,002 from the Institute of Museum and Library Services (IMLS) Coronavirus Aid, Relief, and Economic Security (CARES) Act fund. These funds will be used for PPE, retrofitting the facilities for social distancing, etc.

Week of May 11th

- An All Staff Virtual Meeting was held with more than 200 employees in attendance. Updates were provided on the reopening plans along with the current resources and services being offered. It was also an opportunity to touch base to see how staff are coping with the closure and stay at home directive.
- The CEO continues to hold weekly expanded Administrative Council meeting with all supervisors, managers and director. These meetings provide an opportunity to discuss plans and to address questions and concerns.

- The Materials Department continues to monitor the current level of spending for digital products and preparing recommendations for sustaining the collection in the fiscal year 21 budget.
- Open Enrollment for benefit eligible employees was launched virtually this year with a Q&A virtual meeting held to address questions and concerns. The new rates with Carefirst and Delta Dental are unchanged from last year and Kaiser had a slight increase of one cent in three categories, no change in one category, and a decrease in one category.
- The IT Department updated all branch staff computers with Windows 10 1909, Office 2019, updates and patches. All EnvisionWare LPT: One and pc reservation servers, kiosks and customer service desk technology have been updated to the latest version.

Week of May 18th

- Many meetings and discussions were held statewide to discuss reopening plans and to develop guidelines that all library systems may be able to use. Many public libraries in Maryland do not plan to reopen any earlier than July based on their county needs. Others are planning curbside, limited service.
- The HR Department distributed information from the Employee Assistance Provider to all staff on the following topics: Help during Challenging Times, Budgeting in Times of Uncertainty, and Returning to Work—the New Normal as part of reboarding staff.
- The CEO, IT Director and Vice President from University of Maryland Upper Chesapeake participated in a conference call discussing the possibility of UCHS partnering with HCPL's mesh network project. The mesh network enables the library to be an internet provider in the areas of the county lacking connectivity and accessibility. UCHS is expanding telemedicine and are very interested in partnering. The Library is exploring the feasibility of establishing a mesh network to include cost and technical components.
- PPE gear continues to be ordered and installed in the branches and Riverside. This week the sneeze guards were delivered and installed. We are waiting for the custom sneeze guards for the drive through windows to come in. 1,000 masks were ordered and received. Each employee will receive two masks. Free standing, non-touch hand sanitizers are on order. We are researching paper bags for holds/reserves. We are also researching purchasing Nanoseptic Skins for high touch areas (doorknobs, elevator buttons, touchscreens, etc.) providing continuously self-cleaning surfaces along with a Buckeye Eco chemical dilution system for our cleaning.
- The County Benefits Consortium has been meeting and reviewing the proposals submitted by the vendors in response to the Medicare Group Advantage plan for retirees. We will be making a decision soon. The new plan will be effective in January 2021.
- Ongoing planning for the new Darlington Library and the renovations to Bel Air Library and Riverside are underway. The county is coordinating the projects and we are in the process of selecting a design architect. Interviews are scheduled for next week. The Darlington property went to settlement on April 20th.
- The HR Department posted five open positions: Three Assistant Branch Manager positions; Procurement Agent; and Senior Assistant Branch Manager-Abingdon and encouraging internal staff to apply. In addition, we made offers to three external candidates for custodial positions to begin the last week of May.

Mr. Avery inquired about the anticipated replenishment rate for staff face masks. Ms. Hastler noted that the masks are disposable and intended as a starting point. It is anticipated that staff will be required to wear face masks for quite some time.

Mr. Allman asked if there was a preliminary estimate on the expenses that would be incurred for the purchase of personal protective equipment. Ms. Hastler noted that an estimate was not available at this time, although it's anticipated that the full amount of funding provided by the IMLS Coronavirus Aid, Relief, and Economic Security (CARES) Act fund grant will be utilized.

Mr. Allman noted his pleasure with the progress made towards the new Darlington Library and asked if there was an opportunity for Board members to participate in the selection process for the design architect. Ms. Hastler explained that this process is conducted by the County. Invitations to participate in interviews were sent to a list

of contractors pre-approved by the County, then short interviews will be conducted. Ms. Hastler noted that Board members were certainly welcome to attend interviews and requested that they let her know if interested.

Harford County Public Library Reopening Plan **Updated: May 20, 2020**

The Harford County Public Library reopening plan is based on the Maryland Governor Hogan’s Roadmap to Recovery along with information gathered from national, state and local experts. The Harford County Public Library continues to respond to the COVID-19 crisis through enriched virtual, digital access.

This plan is flexible and will be updated on a regular basis. It provides a framework and direction in support of the Harford County Public Library Strategic Plan for operations during the COVID-19 crisis and the future operations of the library.

Phase 0

The Library closed on March 16 due to the Stay at Home Directive issued by Maryland Governor Hogan in direct response to the COVID-19 crisis. All items checked out by customers have extended due dates, currently September 1, 2020. Customers were encouraged to keep all borrowed items and not return items to the library. All fines and fees were waived and all library cards expiring were automatically renewed.

All part-time and full time staff received their regular, budgeted salary/pay during the time the library was closed. Staff were expected to work remotely to the best of their ability. In addition, staff deemed critical and essential were provided with an authorization letter from the CEO and were required to wear a mask at all times when in the building.

Sanitizing and cleaning supplies were inventoried to ensure an adequate quantity is on hand. Delivery vehicles and outreach vehicles went in for maintenance. Routine maintenance continued at the branches. Customer website questions, along with social networking inquiries, are monitored and answered within 24 hours.

In addition, safe social distancing measures were implemented. The Library followed the Governor’s orders to maintain ten or less in a building at any one time. All facilities were stocked with hand sanitizer and all vendors were provided direction on the requirements to wear a mask and practice safe social distancing. All locations were deep cleaned and sanitized. Usual business functions continued including processing payroll, processing and paying invoices, facilities and maintenance, limited collection development, monitoring of branch book drops, professional development, virtual meetings, and more.

It is expected that staff are available to report to work at any time if deemed critical and essential. Staff are permitted to use leave during the closure if they are not available or not working remotely. Supervisors maintained regular contact with direct reports ensuring staff remained engaged. Staff meetings were held virtually.

Delivery services were halted. Priorities were on expanding the virtual digital collection and Wi-Fi access in underserved areas of the county. All returned materials were sequestered when returned.

Phase 1

The Library is preparing a contactless reopening of modified services for early June with tentative dates of June 8 or June 15th.

Staff are to begin returning to work on June 1 with staggered scheduling and teleworking in place. There will be modified schedules. Supervisors are responsible for scheduling employees to meet the needs of the departments, branches and service delivery.

The library will continue to monitor the Governor's direction. Under the current limits, we operate with ten or less people in the buildings at any one time. We anticipate this changing in the near future and create flexible schedules with this in mind. Work areas are being reviewed to ensure safe social distancing. Supervisors are assessing department and work space. Workstations may be rearranged and staff may be relocated in other areas of the building. Staff may also be reassigned to other branch locations if needed.

New guidelines have been developed on cleaning the branches and maintaining sanitary work and public areas are developed for use by the custodians and all staff. All staff are required to participate in regularly scheduled cleaning tasks. The emphasis is on clearing clutter and providing easily sanitized work surfaces and spaces for all team members. PPE has been ordered and each employee will be given two masks to wear (mandatory mask wearing when in the buildings). In addition, hand sanitizers are available and new, freestanding, no touch sanitizers will be installed in the building vestibules/lobby areas. Sneeze guards have been installed in the public areas and custom sneeze guards are on order for the drive through windows. Branch staff have the option of wearing gloves when working in the branches. Staff are encouraged to continually wash hands and use hand sanitizer during the day. Staff should wipe down their work areas when finishing their shift and remove all items from the top of the desk or counter in order for custodial staff to thoroughly clean.

There will be a limit of two staff in the restrooms (group restrooms) at any one time. All staff are to bring their lunch/snacks with them and eat at their desks. All leftover food and trash should be taken home and disposed of properly. The library is eliminating high touch items in an effort to reduce the potential for transmitting the virus including coffee makers, refrigerators, common area dishes, cutlery, silverware, dishtowels, etc.

Staff are to eliminate clutter and take home personal items such as puzzles, baskets, dishes, knickknacks, trays, toys, etc.

Delivery will resume and the library will reopen with modified pick up service through the drive through windows at the Abingdon, Bel Air, Edgewood and Jarrettsville libraries. All other library locations will provide front door, pick up service for materials. Walkways will be clearly marked for safe social distancing. Customers will receive their usual notice that materials are available for pickup and then will schedule an appointment. Appointments may be made through the library website or by calling the library branch.

Staff will be onsite answering the phones (no menu) and assisting customers with scheduling pick up appointments and providing reference service. Materials will be placed in paper bags and the receipt attached to the bag. The customer walks up to the front door, provides their name and the staff member locates the appropriate bag and places it on the table by the front door. The customer picks up the bag and the items are checked out when placed in the bag to ensure contactless service. Drive thru service continues as usual with the addition of the custom sneeze guard. All materials will be sequestered and/or cleaned (based on latest sanitizing information when available) upon return.

The priority will be on circulating books, DVDs and audiobooks. Kits, American Girl dolls and other special collections will not be available immediately.

Volunteers will not be used throughout the end of summer.

Fines and fees will continue to be waived through the end of summer.

Programming will be virtual.

The buildings will not be open to the public and no one is permitted to enter the building for any reason. The library will be following the County's guidance and coordinating full reopening of the branches with the reopening of the County Senior Centers and Parks & Rec facilities.

Staff will be required to wear a mask at all times when in the buildings and we will request customers to wear masks when picking up their materials. Staff who feel ill, who present with a temperature or who show signs of illness will be asked to return home.

Reboarding of staff is critical and procedures/guidelines are being developed for the following:

- Teleworking
- Staff Annual Leave Balance
- Scheduling Practices
- Staff Deployment
- Sanitizing Cleaning
- Masks and taking temperatures
 - Masks are required at all times when in the buildings. Staff do not have to wear a mask in an office if only one person is in the room but must wear a mask in other parts of the building.
 - Staff may have their temperature taken when entering the building before each shift or if displaying signs of illness. If a temperature of 100.4 degrees or more is indicated, they will be asked to leave and be referred to a health care professional.
 - Staff may also be asked to respond to the following questions and if the answer is Yes to any of the questions, they will be asked to leave and follow up with a health care professional.
 - Do you have an unexplained cough?
 - Do you have an unexplained sore throat?
 - Do you have any trouble breathing?
 - Do you feel unexplained fatigue?
 - Have you been in contact with anyone who has tested positive for COVID-19 in the last 14 days?
 - Staff will wash their hands upon completion of screening process.
- Safe Social Distancing

Phase 2

Limited access to library branches based on square foot per person guidelines, no in-person programs or events, Administration fully operational, hours continued to be limited, access to public computers limited with appointments required. Customers will be limited to the amount of time they may spend in the branch. Full collection available to customers for borrowing. Appointments will be available for Passport processing. Date to be determined.

Phase 3

Additional access to the library facilities along with limited, in person programming where safe social distancing can be practiced. Date to be determined.

Mr. Allman noted that Phases 0-1 were very thorough and showed consideration for the safety of staff, which is the primary goal of the organization during implementation, then to the public as access to service is provided. Mr. Allman also clarified that Board members were provided this plan for informational purposes only and would not be voting on the plan.

Judge Hazlett asked if thought was given to providing a detailed plan on how contact exposure and resulting quarantine would be handled, in accordance with CDC or health department guidelines. Ms. Hastler noted that this is summarized in the staff reboarding section of Phase 1. Responses to the health assessment questions will be addressed, but procedures are still being drafted. Ms. Hastler noted that some staff have also expressed concern about returning to work for various reasons. Judge Hazlett also asked whether HCPL will deny access to customers that choose not to wear a face mask when buildings are reopened to the public. Ms. Hastler noted that this is under review by legal and their guidance will be followed. Judge Hazlett commented that some believe the Governor will mandate visitors to state buildings wear masks, and Ms. Hastler noted that HCPL would wait for direction from legal advisors before making a decision and would certainly support mandates.

Dr. Allen asked whether there would be a “Phase Full,” where everything is reopened for business and back to “normal.” He also asked whether thought had been given to testing/retesting staff. Ms. Hastler noted that testing/retesting staff had not been discussed other than temperature taking, although the possibility could be added to the list of safety precautions being considered. Ms. Hastler also explained that Phase Full would likely be Phase 3, which will describe the new, future model of delivery of service for HCPL. Phase 3 has not been discussed in more detail yet, and will include a new infrastructure, changes to facility layouts, etc. It’s impossible to know what that will look like several months or a year from now, although it’s anticipated that it will be very different from the current service model. Ms. Hastler explained that our philosophy regarding service has changed. This is not a linear plan and we may move back and forth between phases several times before we reach a new normal, especially if there is a virus resurgence in coming months. Dr. Allen noted that beyond what staff are doing, there may become a necessity to think more broadly as a community. He suggested a task force, beyond library staff and incorporating community partners, may be useful when creating a long term outlook on delivering library services in the future. Mr. Allman expressed his belief that it’s a fascinating concept to discuss at this juncture, and agreed with Ms. Hastler that the library’s plan would not be linear. He also noted that HCPL, as a thought leader and information provider in the community, should take this opportunity to discuss the future, not just engage in conversation about protecting our people and stopping the spread of the virus. Ms. Hastler noted that the future of libraries is a topic that goes beyond our community and is being preliminarily discussed at a national level and will certainly be on the agenda for Harford. While things continue to change, there will continue to be opportunity to change, laying the groundwork for the future.

Ms. Martin commended Ms. Hastler and library staff on all that has already been done to enhance service to the community (expanded digital resources, virtual library cards, etc.). She shared one example of community buy-in, noting that the Havre de Grace Opera House asked patrons to watch a film on Hoopla, one of HCPL’s digital resources, then meet virtually to review the film. Ms. Martin noted that encouraging such partnerships would have community-wide benefits. Ms. Hastler noted working with vendors has been interesting at this time, and we’re in a new world of endless possibilities on what we do. Ms. Hastler noted that Phase 1’s intention is intended to provide access to materials that our customers have been waiting for since mid-March and the plan will continue to evolve in support of the library’s strategic plan, to build on opportunities to create change, be a community leader, and develop what the new service model will be.

Mr. Allman asked whether HCPL is in partnership with HCPS to provide library resources to students. Ms. Hastler noted that we have partnered with HCPS in many ways over the years. We’ve continued that dialog to offer them library resources, and have reminded them we have internet in twelve different communities that can be used by anyone. Ms. Martin agreed, and noted that resources can always be utilized more. Ms. Hastler also noted that HCPL and HCPS have been in collaboration in launching library cards for all students using their school ID’s. This project is currently on hold and the library is waiting for the schools to return to the new normal.

Ms. Wright asked if there would be a cleaning process for items returned to the library. Ms. Hastler explained that the current recommendation is for returned materials to sit untouched for 48-72 hours. The collection includes many types of material (paper, plastic, etc.) and each would require different cleaning processes. The library will follow the best practices guidelines, and those may change with time. Ms. Wright also asked if that process would delay customer access to new books. Ms. Hastler confirmed that it could delay access by a few days, as we would wait 72 hours to process the return and make the book available again. However, we purchase enough copies of titles so that this should minimize the potential of a delay.

Budget Update

Ms. Hastler noted that the County Executive’s recommended budget is currently being reviewed by the County Council. Once the Council has approved the budget, and the library has finalized numbers to work with, the library’s budget will be revised as needed. The revised HCPL budget would be shared with the Board’s Finance, HR, and Capital Committees for review before being presented to the full Board for approval before July 1.

ACTION ITEMS

Annual and Personal Leave Policy

Ms. Hastler explained the current Annual Leave Policy allows up to one year of unused leave to roll over to the following year. If on June 30 of any fiscal year an employee has more than the maximum allowable carry over, all hours above this limit will be forfeited, unless the CEO has authorized the employee to carry over those hours into the next fiscal year due to a compelling reason. This is documented and reviewed by the Auditors. Ms. Hastler also explained the current Personal Leave Policy, which grants full-time employees 6 days per year; part-time employees' leave is prorated. Both Annual and Personal Leave have eligibility requirements listed in the policies. Ms. Hastler recommended that the Personal Leave Policy remain unchanged. Ms. Hastler recommended that a one-time eligibility be applied to the Annual Leave Policy in response to the COVID-19 pandemic. Specifically, that unused Annual Leave which would normally be forfeited on June 30, 2020 be allowed to roll-over and be used by December 31, 2020. This change to the Annual Leave Policy would only be in effect in response to COVID-19 and would revert back to the pre-Covid-19 policy on January 1, 2021.

Mr. Allman asked whether the recommended change to the Annual Leave policy was in response to staff teleworking and unable to use leave during this time. Ms. Hastler explained that staff may not be able to use their leave by June 30, 2020, and that if all affected staff did, it could create issues with understaffing at branches. Supervisors would then need guidance on how to identify which staff would or would not be able to use their leave, creating potential inequity. Dr. Allen noted that staff worked remotely beginning in March and asked if there would be a financial hit to the budget. Ms. Hastler explained there would be no financial hit to the budget. Staff would not receive any additional money for their leave but would have the opportunity to take time off by the end of December. Using leave during this time meant they would still be paid with the appropriate leave category and would be unavailable if called upon to work. During the Stay at Home Order, all staff were expected to be available as usual and work at home as they were able. Ms. Hastler provided the example of an employee who has been reporting to work on a regular basis during the closure to provide project oversight and was unable to take leave during this time because of the crisis and stay at home order. Judge Hazlett noted that the State's Judiciary employees were allowed to carry an extra 10 days over to the new fiscal year because their leave was suspended during this time, which was the right thing to do. Mr. Vido asked if an employee chose to resign before December 31, 2020, would they be paid out for unused Annual Leave. Ms. Hastler explained that employees are paid out for unused, accrued Annual Leave, per the policy and appropriate taxes are taken out.

MOTION: Motion by Dr. Allen, seconded by Ms. Wright and carried by unanimous vote to approve a one-time change to the Annual Leave Policy, allowing unused Annual Leave which would normally be forfeited on June 30, 2020 be allowed to roll-over and be used by December 31, 2020, assuming all eligibility requirements are met and supervisory approval is received, as presented, and that the Annual Leave Policy would revert back to the pre-Covid-19 policy on January 1, 2021.

Reopen with Limited Service

Ms. Hastler requested the Board's approval to reopen HCPL branches on June 8, 2020 with limited service, as outlined in the library's reopening plan. Ms. Hastler noted this date may flex to June 15, 2020, pending changes in the guidelines outlined in the Governor's reopening plan and having in place safe social distancing measures.

MOTION: Motion by Dr. Allen, seconded by Mr. Vido and carried by unanimous vote to approve the reopening of HCPL branches on June 8, 2020 with limited service, as presented.

Support for Teleworking

Ms. Hastler requested the Board support the concept of teleworking by staff with a formal Board approval. Staff have been teleworking since mid-March by necessity, and a policy is being drafted pending legal review. The new policy will be presented to the Board and Board HR Committee.

MOTION: Motion by Judge Hazlett, seconded by Mr. Adams and carried by unanimous vote to approve the concept of teleworking by staff, as presented.

Temporary Modified Public Service Hours

Ms. Hastler requested the Board's approval to temporarily modify public service hours beginning June 8, 2020, from 10:00AM-6:00PM, Monday-Friday, with the possibility of closure for deep cleaning mid-day. No public service hours would be scheduled for Saturday or Sunday, at this time. Mr. Avery asked whether the closure for deep cleaning would be at a set time or on an as-needed basis. Ms. Hastler clarified that the mid-day closure would be scheduled at a set time so customers knew when public service would be unavailable. She also noted that this may not be needed until Phase 2, when customers were once again allowed inside buildings. Ms. Hastler also requested flexibility in public service hours and will keep the Board fully updated as the library moves through the reentry process.

MOTION: Motion by Dr. Allen, seconded by Mr. Adams and carried by unanimous vote to approve the temporary modified public service hours beginning June 8, 2020, from 10:00AM-6:00PM, Monday-Friday, with flexibility and with the possibility of closure for deep cleaning mid-day, as presented.

NEW BUSINESS

There was no new business from Board members.

Nomination of Officers

Board members were directed to contact Mr. Allman to express interest in serving on any Board sub-committees. Board members may wish to continue on their existing committee or serve on a different committee. A reminder email will be sent to Board members in advance of the next monthly meeting. Dr. Allen expressed interest in serving on the Executive Committee. Judge Hazlett reminded the Board that she will be stepping down from the Human Resources Committee once her tenure on the Board has concluded.

Mr. Allman expressed his appreciation for public attendance at tonight's meeting and apologized that public comments were not possible tonight due to limitations with meeting technology. Any member of the public that wished to submit questions for the Board were directed to email them to Ms. Hastler, who would then forward them to the Board.

ADJOURNMENT OF PUBLIC MEETING

There being no further comments or questions, the public meeting adjourned at 8:03 PM.