

**Walworth-Seely Public Library**  
**Special Board of Trustees Meeting**  
**May 28, 2020**  
**APPROVED**

- I. Call to Order: On-line Meeting was called to order at 6:34 pm by President Jessica Vance
- II. Roll Call/Attendance
  - 1. Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Anne Culver, Trustee Carol Dame and Secretary Drew Britt
  - 2. Library Staff Present: Library Director Anne Brown, and Library Assistant Bernie Maurer
  - 3. Others Present: Liaison to the Library Scott Bryson and President of the Friends of WSPL Lou Villanova

III. Adoption of the current meeting agenda

**MOTION: Trustee Britt motioned to approve the current agenda of the May 28, 2020 Special Board Meeting as presented. Seconded by Trustee Culver.**

**Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, David Teetsel and Trustee Britt**

**NO: 0**

**Specific Purpose of the Special Meeting: To discuss items pertaining to the Library Reopening Plan**

IV. Period of Public Expression - NA

- V. Policies (Director Brown)
  - (1) Emergency Closing Policy

**MOTION: Trustee Teetsel motioned to approve the Emergency Closing Policy as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

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(2) Working Remotely Policy

**MOTION: Trustee Teetsel motioned to approve the Working Remotely Policy as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

(3) Pandemic Illness Policy

**MOTION: Trustee Teetsel motioned to approve the Pandemic Illness Policy as amended. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

(4) Personal Protective Equipment Policy

**MOTION: Trustee Teetsel motioned to approve the Personal Protective Equipment Policy as amended. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

(5) Employee Health Screening Policy

**MOTION: Trustee Teetsel motioned to approve the Health Screening Policy as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

(6) Contact Tracing Policy

**MOTION: Trustee Britt motioned to approve the Contact Tracing Policy as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**

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**VI. Quarantining Materials Plan (Director Brown)**

- (1) An initial plan outlining the safe handling of all library materials being returned to the library by patrons was discussed. This plan can be adjusted as needed
- (2) The health and safety of the library staff and patrons is top priority
- (3) All returns must be returned to the library book drop
- (4) All materials need to be quarantined for a 72-hour period
- (5) Staff will use PPE when handling any returns

**VII. Discussion of the Library Re-Opening Plan and Timeline**

(1) Current Library Reopening Plan

- a) The Walworth Library proposed reopening plan is aligned with Pioneer Library System so that Walworth's reopening date is in the same as the other 41 libraries in the system and not become an "attractive nuisance" that would draw the public from surrounding towns.
- b) The plan is to return staff to the building on June 15, 2020 following CDC guidelines and reduced number of staff to set up work spaces and a quarantine area for returned materials.
- c) The book drop would be opened June 22, 2020 and all materials will be quarantined for a 72 hour period.
- d) Contactless pickup would start June 29, 2020 and because the PLS has disabled the "holds" function on the library catalog, orders for materials would be conducted by phone or email.
- e) All in-person programming will be suspended until August 31, 2020 and virtual programming will continue to be offered.

- (2) The Town of Walworth Officials are requesting that the Library accelerate the reopening plan by 2 full weeks, therefore the Library Board of Trustees must weigh the request of bringing service to the town of Walworth residents while being mindful of the safety of the staff and patrons.

- a) Opening the Walworth Library earlier than other libraries in the Pioneer Library System could make it an "attractive nuisance"

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- b) Would not want to encourage patrons from other libraries to overwhelm the Walworth Library, however there is no way to prevent a patron with an OWWL card from using our services
- c) A reduced work force and social distancing would mean fewer staff available to handle materials and fill requests, increasing work load and slowing down service
- d) A confidential survey of staff revealed that at least 70% of the Walworth Library staff are either in a “high risk” category or are living with/caring for someone in a “high risk” category.
- e) There is no delivery to and from other libraries in the system, therefore materials available will be restricted to whatever Walworth Library owns and has available
- f) Because returned materials need to be quarantined for a 72-hour period and because there is no delivery to other libraries, there will be many books that will need to be held in a small space during their quarantine period

**MOTION: Trustee Culver motioned to have staff report to work in the Walworth Library building no later than June 8, 2020 with operation to occur Monday-Friday from 10:00 am-5:00 pm (to align with the hours the town building is open), with the book drop being opened for returns as of June 15, 2020 (only to be open during the hours the library is actually open), and contactless pickup to be available to patrons as of June 22, 2020. Seconded by Trustee Dame. Motion carried.**

**Yes: 3/5: Trustee Vance, Trustee Culver, Trustee Dame**

**No 2/5: Trustee Teetsel and Trustee Britt**

**VIII. Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:26 pm. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**

**NO: 0**