

Library Board of the Borough of Oakmont  
Minutes  
May 13, 2020

Present: Wendy Hudak (non-voting), Matt Kissane, Beth Mellor-Director (non-voting), Shane Michael, Deborah Ormay, Heather Pletcher (non-voting), Laurie Sliben

Guest: Lindsay Osterhout

Absent: Katie Lascola

Chair Laurie Sliben called the meeting to order at 6:32 p.m. The Board welcomed their newest member, Wendy Hudak.

The minutes of the April 8, 2020 meeting were reviewed. Two changes were requested. Matt moved the minutes be approved as amended; Shane seconded the motion. There was no further discussion. The minutes were approved as amended.

There were no questions from staff to review. The Board reviewed Karen Crowell's monthly report.

Beth presented her report. Some library staff are extremely reluctant to come out to work, should restrictions be eased. The Library has been cleaned per CDC Covid-19 guidelines. She is working with Borough Manager, Scot Fodi, on re-opening strategies, which includes, but is not limited to, the Borough obtaining adequate supplies of PPE for the staff which will come out of the Borough's budget and not the Library's. She will attend a meeting of the Allegheny County Library Association tomorrow and will share updates from that meeting as appropriate. Beth meets Friday with the library staff to prepare for curbside service. She anticipates starting that service the beginning of June. Presently, there is no shipping or processing occurring from the West End. That should resume at the end of summer. We may not offer Saturday services.

With respect to our library's support of the Verona summer camp, the food has been pre-ordered by the camp. It will be dropped off at the Verona food pantry along with articles, books, and information about virtual programming from the library.

Beth met with Scot today. He toured the building. They discussed sneeze guard placement and the spreading out of computer work spaces. The goal is to have 2 people for every 1000 feet of space. The maximum occupancy during the yellow phase will be 22 people, including staff. The Library will keep the doors locked and let people in when the occupancy decreases. Beth proposed timed visits for computer use. Staff can shut off the computers from the circulation desk. Initially, we will limit patrons to the first floor only. Access to the Squirrel's Nest may be by appointment. Our allowed maximum occupancy in the building is 400 people at any one time.

Of concern is Karen's desk. Her desk gives line of sight to various areas in the Children's section of the Library. A plan will be developed that maintains line of sight while keeping Karen and patrons safe via social distancing and some type of guard around her desk.

Floor markers identifying 6' will be needed. Staff and patrons will be required to wear masks. The mask requirement will be enforced at the door. Matt suggested he would be able to provide signage and floor markers.

It is not clear what the "green phase" of reopening will look like for the Library, its staff, and our patrons.

The summer reading program will be done virtually this year. The State and the County are providing the programming. Beth reported that some children who generally participate in the reading program do not have internet access. To address that, staff are putting together "create 'n' go" packets. Children can work on them at home. The library staff can register the children online. Oakmont Carnegie Library will borrow programming from other county libraries where many of the children lack internet services.

The facilities maintenance prototype project is moving forward. The plan is to develop a contract that covers all the library sites under consideration. Carnegie Library of Pittsburgh can share building supplier information with us.

The Board reviewed the Covid-19 Opening Plan Draft 1. The Plan may be altered following the Thursday ACLA meeting. The Plan was taken from the state-wide directors' meeting. Beth described a possible strategy for reopening during the "yellow" phase: reduced hours; curbside pick-up of materials from 12-5 p.m.; staff being able to work only a certain number of hours per shift; taking temperatures of staff every day when they arrive for work; asking staff each day if they feel sick, if they have a cough, or if they are out of breath. Return to normal operations will be done in 2 week increments. Beth will schedule 2 staff per shift to reshelve the books. Staff experiencing a reduction in work hours can still collect unemployment. Unemployment compensation will be reduced by earnings.

Chair Laurie Sliben reported that the Board is waiting for the two newest members, Heather and Wendy, to be sworn in. Lindsay told the Board that there is a Borough Council voting session next Monday at which time she anticipates Heather will be sworn in. Wendy will be sworn in later.

Matt reviewed financials with the Board. We have cut a lot of expenses due to the closure. Our staff and programming costs will be reduced. RAD reduced funding by an anticipated 20%. The Board will have to do heavy fund raising the second half of the year. Beth assured the Board that we will not be held to the 12% of the budget book buying rule. Going forward, Beth will need to look at staffing and make other adjustments to reduce our budget by 20%.

The Board discussed the Endowment Fund. Matt moved that we spread out our money market distribution investments over 12 months. Shane seconded the motion. There was no further discussion, and the motion passed unanimously. The Board reviewed the Wells Fargo statement and expressed concern regarding the name on the account. The account should be in the name of the non-profit entity. Beth will follow up with Wells Fargo to let them know.

Beth updated the Board on the bequest received from Frank Furko. At this time, the Library has not received all of the money due.

The Board Bylaws, Endowment Policy, and Memorandum of Understanding require additional revisions which will be done in time for the June board meeting. The subcommittee for this project agreed that a working meeting will be helpful.

There being no further business to discuss, Deb moved the meeting be adjourned. Matt seconded. There was no further discussion and the motion passed unanimously. The meeting adjourned at 7:51 p.m.

Respectfully submitted,

Deborah Ormay  
Recording Secretary