

Town of Collins Public Library Board of Trustees – Safety Committee Meeting

Minutes: Tuesday October 8, 2020 @ 6 pm

Via GoToMeeting: Present: President Holly Martindale, Director Abbie Barten-McGowan, Trustee Barb Ferro

1. Called to Order at: 6 pm

2. Regularly scheduled meeting 10/6/2020 was pushed back to 10/8/2020 because information about the HVAC system filters was expected.

There were no changes or updates to the safety or reopening plans.

The HVAC System was evaluated on 8/5/2020 by Tri-R during the scheduled maintenance. We had shared the info from the CDC website and asked for an evaluation about improving air filtration inside the library. We are awaiting the formal response (Abbie thought it would have arrived by the meeting), but the basic results were discussed. The technician said we had a good system and it was well maintained. There are small fixes that need to be done to the system, and the Library's caretaker will work on getting that fixed (the actuators, which are currently manually set). The filters we have now are MERV (Minimum Efficiency Rating Value) 8. It can go up to 13. The technician said he would not suggest going above an 11. For reference, HEPA filters range at about 17-20. Abbie and Jim will gather more information and report back on or before the 10/20/2020 Safety Committee Meeting.

3. Meeting adjourned at 6:20 pm

Respectfully submitted, Abigail Barten-McGowan, Director