

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

**Minutes, Tuesday October 20, 2020 @ 6 pm**

Held Via GoToMeeting

1. Called to order at 6:07 pm.

2. Discussion of updates and changes to Safety Plan.

Page 3: B&ECPL has offered a digital option for the health screening questionnaires, and this was added as an option midway through page 3.

Page 8: Abbie asked to move reinstate onsite programs/programming from state IV to Stage III. Also add “to small groups with social distancing and face covering requirements in place and assurance from participants of health and no exposure to COVID-19.” A change to Stage IV was suggested to “reinstate ADDITIONAL onsite programs/...”

3. Discussion of updates to Reopening Plan.

II.B.c – Cleaning: added “at least” daily, also moved self checkout machines to this list (it was previously after every use). Abbie suggested moving bathrooms from this list, and put them in the next section to be cleaned after every use whenever possible. Self checkout machines are being regularly wiped, little can be done to sanitize the screens. Hand sanitizer is being provided at each self checkout for patron use.

II.C.a.vi – Would like to add wearing a mask *correctly* is required in this library.

III.A.b.ii: - Add “or online B&ECPL Pre-Entry Questionnaire – COVID-19 Assessment available at (link). Also add a subsection stating that any “yes” answer to any of the symptoms, contact, or travel questions by any staff member requires a discussion with the director before completing the checklist or reporting for their shift. Since Abbie does not have access to the digital form easily, she cannot check it before a staff member’s arrival at work, or even see who has filled it out to make sure they have completed it.

4. Discussion of HVAC system and improving air quality in the library.

Much material was sent out to the committee over the past couple of weeks. Abbie and Jim compiled costs, pros and cons, and a lot of information.

Option 1 was increase the level of Merv filters from 8 to 11 in the main library, and 8 to 13 in the meeting room with the addition of a portable HEPA filtration unit for use while meetings are being held in the meeting room.

Option 2 was offered by the HVAC company we use for maintenance that was an ionizer that could be built right into the HVAC system.

Holly asked about the difference in Merv 11 vs. 13 for our purposes. She suggested that since our HVAC technician suggests only going with the Merv 11 filter, which is what we go with for the main building, and the Merv 13 for the meeting room.

Rob thanked Abbie and Jim for their research and hard work.

Abbie confirmed with the group that the arrival of the portable HEPA filter would be enough to start limited programming in the meeting room.

Rob wanted it noted that we should have doors to the meeting room closed and be running the filter for a while before and after the program. Abbie said that she planned to run them 30 minutes to an hour before, and then at least 30 minutes after.

The committee wanted to include the entire board, without the formality of a full vote, so Abbie will send out an email asking for feedback on the plan. Holly will call Elaine, who does not have email, for her input.

Abbie will purchase the HEPA filter as soon as she has approvals.

5. Adjourned at 6:28 pm.