

**EDWIN A. BEMIS PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**June 3, 2020**

The Edwin A. Bemis Public Library Board met in regular session on Wednesday, June 3, 2020, via Zoom.

**THOSE PRESENT:** Katherine Eberhard, Vice-Chair  
Jessica Hesselberg  
Jason Henderson  
Catherine Riggs  
Tom Smith  
Cecile Tobey, Chair

**THOSE ABSENT:** none

**ALSO PRESENT:** Tim Nimz, Library Director  
Nancy Trimm, Deputy Director  
Kelly Milliman, Council Liaison  
Kristi Moran, Recording Secretary

**1. ROLL CALL**

A quorum was determined present and the meeting called to order at 6:35 p.m.

**2. APPROVAL OF MINUTES**

The minutes of the March 4, 2020 board meeting were approved as written.

**3. APPROVAL OF AGENDA**

The agenda was approved as written.

**4. UNSCHEDULED PUBLIC APPEARANCES**

There were no unscheduled public appearances.

**5. OLD BUSINESS**

Ms. Trimm stated that prior to the closure of the library, some members of the board and library staff were working on the Colorado Library Standards, which are put out by the Colorado State Library. She explained that the Standards are used as an evaluation and measurement tool for how well we are performing and ways that we might improve

performance to better reach the community. Ms. Trimm will provide a link to the Colorado State Library's website so the board members can learn more about the Standards.

## **6. NEW BUSINESS**

- A. Mr. Nimz informed the board members that the election of officers will occur at the July meeting.
- B. Through a Power Point presentation, Mr. Nimz explained the reaction to Covid-19 and the library reopening plan which will be done in a preparatory stage followed by phased reopening in three stages.

Mr. Nimz stated that on March 14, 2020, the library and museum were closed. All programs taking place in the library were canceled, and fifty-eight City of Littleton employees were furloughed. Library staff who could perform their duties from home were asked to work from home. A small number of staff members were assigned to work in the library. Current allowable levels for the staff to be in the building is set at 50%. Masks and social distancing will be required while employees are in the library. Virtual programming began for all ages, customer service is being maintained through phone as well as an online chat reference. A reopening plan was created, and Mr. Nimz told the board the reopening plan will be dependent on the City's financial state.

During the preparatory stage, the library will remain closed to the public, the manual book drop opened, and returned library materials are quarantined for 72 hours. Staff working in the building will be required to self-check their temperature, wear masks and practice social distancing upon entering the building. Staff will shelve materials, pull holds and implement hold notifications. Furniture will be removed and/or spaced accordingly, and regular cleaning will occur.

While stage one reopening added more services beginning on May 26, 2020, the library will remain closed to the public. Curbside pickup of library materials was launched. No donations will be accepted, courier and resource sharing began, cataloging/processing of materials will begin, and Monday through Friday phone service resumed.

The stage two of reopening has no specific date set and the date will be fluid. The library will open to reduced hours, staffing levels will increase and limits on the number of patrons in the library as well as time spent in the building will be imposed. Social distancing will be practiced, staff will continue to wear masks and the public will be highly encouraged to wear masks as well. Signage will be installed with arrows to direct traffic flow as well. Book quarantine will continue, public computers will be socially distanced with time limits imposed, the computer lab will be closed, and no in-person programming will occur as the meeting room and conference room will be closed. The study room will allow up to two people at a time. Limits on restroom capacity will be established. Doorstep delivery will be launched, and curbside pickup will continue.

Stage three will be determined with a 2021 target. Hours of operation and staffing levels will be restored to pre-Covid levels. Social distancing will continue as recommended by state and local agencies. If a vaccine is released to the public and adequate testing is available as well as effective treatments and if the population is deemed clear of disease, remaining restrictions will be lifted.

Mr. Henderson questioned how the time patrons use the library and computers will be monitored.

Mr. Nimz responded by saying that staff is observant and will be conscious of how much time patrons are spending in the library.

Ms. Trimm said that the computers will now have time limits of an hour of use and this will be a function that the computers control.

Ms. Hesselberg voiced concerns about the time limits being imposed. She said that her fear is that these limits might cause prioritizing over the homeless and vulnerable populations. She indicated that thinking creatively and being flexible as well as ensuring free and equal access for all populations is important.

Mr. Nimz acknowledged that the at-risk communities experiencing homelessness are in a hazardous category. The library staff are sympathetic and empathic and issues are handled in a thoughtful manner. Full access to the library is something that staff takes seriously.

Ms. Trimm reported that the supervisors had a conversation which was centered around the library being open by appointment vs. first come first served. The management team decided that appointments would limit access to those who are most vulnerable and therefore decided to eliminate appointments for entering the library.

Ms. Riggs stated that she believes the library does a good job with community members who experience homelessness. Her perception is that the continued closure of public spaces will become a big issue for the library. She wondered if there are other City entities that provide services.

Mr. Nimz said that the City's homeless coalition has been discussing ways to help and churches are involved with helping the homeless, but it's a limited number of resources for an almost unlimited number of needs. Mr. Nimz encouraged the board to share any ideas or thoughts with him.

Ms. Eberhard inquired about the status of the immigration center.

Mr. Nimz gave a brief history on how the Littleton Immigration Resource Center began. He responded to several board member's questions regarding the budget information for LIRC and the continued funding through the Library. He went on to say that LIRC is a valuable and needed service and currently there is not an available status report and no decisions have been made regarding the future of LIRC.

Ms. Milliman said that the LIRC program is beneficial to the community and she wondered if virtual programming could be used for LIRC.

Mr. Nimz responded by saying that he and Ms. Trimm had a discussion in order to see if virtual programming would be a possibility. Mr. Nimz told the board that Ms. Rabello, who is the supervisor of LIRC, is working on a curriculum for online ESL classes. He continued the conversation by saying that online citizenship classes and legal services would be challenging due to the face to face process that is required.

Ms. Riggs inquired about the furloughed staff and if there are talks about layoffs.

Mr. Nimz said he is hopeful that the furloughed employees who wish to come back, will be allowed to do so. Right now, there are no staff cuts being proposed for 2020.

C. The Boards and Commissions dinner that was set for June 18, 2020 has been canceled.

## **7. COUNCIL REPORT**

Ms. Milliman stated that the plans that were being considered at the beginning of 2020 have changed and there is a new focus now.

## **8. DIRECTOR'S REPORT**

Mr. Nimz had nothing else to add as everything he wanted to discuss was covered.

## **9. DEPUTY DIRECTOR'S REPORT**

Ms. Trimm began the Deputy Director's Report by stating that once the library closed, virtual and online programming were implemented.

The Summer Reading Program is an important program that supports the schools to keep kids learning and reading throughout the summer. This year's theme is "Imagine Your Story" and it was launched on May 26, 2020. One hundred and seventy-four kids, sixty-five adults and seventy-four teens are currently signed up.

Ms. Trimm spoke about the importance of joining the Marmot library consortium last year. The value is in the resource sharing, borrowing, and lending of materials. She said that the library can leverage monetary resources by belonging to the consortium.

## **10. ROUNDTABLE**

Mr. Smith encouraged everyone to support local businesses and restaurants this weekend.

Mr. Nimz explained that Weekends on Main is a City of Littleton event, which entails closing Main Street on weekends to allow a restaurant or bar to utilize the street space for service.

Ms. Riggs thanked the library staff for all the innovative work they are doing.

Mr. Henderson stated that he formerly served on the LIFT board and he was looking forward to serving on the Library board. He mentioned that his favorite space at the library was the used book section.

Ms. Hesselberg thanked Mr. Nimz, Ms. Trimm and the library staff for supporting the community. She told the board that she will be serving on the restart task force for Littleton Public Schools.

Ms. Milliman also thanked Mr. Nimz, Ms. Trimm and the library staff. She is excited that curbside pickup has begun. She reminded the board to fill out the census form as an accurate count of citizens living in Littleton is needed.

Ms. Eberhard said that she wanted to give a round of applause to the library for all that has been done. She thanked Ms. Moran for her enthusiasm on answering the phone and the staff that works with curbside service. She mentioned that it is exciting to see the camaraderie that exists within the library and how that extends to the public.

## **11. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:24 p.m. The next meeting will be held on July 1, 2020.

Kristi Moran  
Recording Secretary