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phplonline.org

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**REVISED Agenda**  
**Pauline Haass Public Library Board of Trustees**  
**Wednesday, July 15, 2020, 6:30 p.m.**

\* This meeting will be held via video conference. To attend, click <https://us02web.zoom.us/j/84840652524> from a computer. You can also download the Zoom app and join using the following Meeting ID: 848 4065 2524. To join the meeting by telephone, call (312) 626-6799 and enter 848 4065 2524.

- 1) Roll call
- 2) Consideration of, and possible action on, minutes of:
  - a) June 17, 2020 Board meeting and
  - b) July 7, 2020 Budget & Finance Committee meeting.
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Financial report
- 6) Action on bills
- 7) Director's report on library services, legislative issues, staffing, funding, system services, continuing education, building issues, library users, technology, planning, Friends of the Library and Foundation activities, legal issues, and budget.
- 8) New Business:
  - a) Budget & Finance Committee report of 2021 budget request to Village of Sussex: recommendation and action
  - b) Extras request for 2021 budget: discussion and action
  - c) Revised Allowable Costs Worksheet: discussion and action
  - d) Emergency response plan for a confirmed COVID case: discussion and action
- 9) Items for future agendas: discussion
- 10) Adjournment

**Lisa Bougie, President**

Adele Loria, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Adele Loria at 262-246-5180.

### **Background for new agenda items**

**Revised Allowable Costs worksheet:** Upon review, Bridges Director Karol Kennedy found an error in the original worksheet. The form is attached with the corrections shown in red, along with the corrected typed form for submission. Once reviewed and approved, I will coordinate with Pres. Bougie to sign and return the form to the Bridges office.

**Emergency response plan for a confirmed COVID case:** With cases rising locally (52 in Sussex and 32 in Lisbon as of 7/13/20), I think it's necessary to have a plan in place for an employee testing positive. Attached is the draft response plan that I've put together for our discussion.

You'll see that I'm recommending we automatically close temporarily if someone here tests positive. That might be a very short closure, depending on the Health Department's guidance, but I would rather be closed while we wait for that guidance than have staff be here, wondering if it is safe.

**Allowable Cost Worksheet for Waukesha County Libraries - in Bridges Library System**

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1st.

Library Name:	Sussex			
Description	Annual Report Reference	2019 Actuals (Per Annual Report)	2020 Municipal Adopted Budget	Library Notes or Comments
<b>Revenues</b>				
Local Municipal Library Operating Revenue	Section V, 1 (for 2019) and Section V, 9 (for 2020)	\$667,010	\$690,547	
Home County Operating Revenue	Section V, 2(a)	\$457,450	\$463,088	
Other County Payments for Library Services	Section V, 2(b)	\$35,315	\$27,218	
State Funds (e.g. Innovation Grant, Hotspots)	Section V, 3	\$1,201	\$1,225	
Federal Funds	Section V, 4	\$0	\$0	
Contract Income	Section V, 5			
Funds Carried Forward for Operations	Section V, 6			
All Other Operating Income	Section V, 7	<del>-\$41,525</del>	\$48,234	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below	<b>\$67,143</b> <b>\$1,228,119</b>		
<b>Total Revenues</b>		<del>\$1,202,501</del>	<b>\$1,230,312</b>	
<b>Expenditures</b>				
Operating Expenditures	Section VI, 6	\$1,108,532	\$1,230,312	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
<b>Total Operating Expenditures</b>		<b>\$1,108,532</b>	<b>\$1,230,312</b>	
Library Capital and Debt	Section VII (1 & 2)	\$0		
<b>Total Expenditures</b>		<b>\$1,108,532</b>	<b>\$1,230,312</b>	

The information listed above is a correct statement of the Library's spending for 2019 actuals and 2020 budget. Please provide any additional comments in the box below.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

## **Response to Confirmed Case of Infection at Pauline Haass Public Library**

On February 4, 2020, the State Epidemiologist declared COVID-19 a [Category I reportable disease](#). This means that any identification of a case or suspected case of COVID-19 must be reported immediately by telephone to the patient's local health officer, and a case report must be filed through the Wisconsin Electronic Disease Surveillance System (WEDSS) within 24 hours. Public health intervention then follows and those with exposure to the patient are assessed for risk.

### **General guidelines and practices for illness:**

1. If a staff member or household family member is sick they should not report to work. Contact a supervisor immediately.
2. If you or someone in your household learn that someone you've had contact with has tested positive, do not return to work before speaking with your supervisor.
3. If a staff member starts to feel unwell at work, they should leave immediately.
4. If the staff member cannot leave right away, they should be immediately separated from the rest of the staff until they can leave.

### **If a staff member with a confirmed case of COVID-19 has been in the Library, observe the following procedures:**

1. The director or managers on duty will close the building immediately and send all staff home.
2. The director and management team will evaluate the situation. This includes consulting with [local health officials](#), who in a confirmed case will give guidance about closing the library for a more extended period of time, or restricting access to people or parts of the building.
3. Contracted cleaning staff will be called in to clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces. At PHPL, this is done by contracted cleaning crew 6 days/week as a preventative measure. If there is a confirmed COVID case, the following is recommended:
  - a. Wait 24 hours before cleaning and disinfecting to minimize potential for cleaning staff or other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - b. During this waiting period, open outside doors and windows to increase air circulation in these areas.
  - c. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
4. Cleaning staff will follow the CDC [cleaning and disinfection recommendations](#):
  - a. Clean dirty surfaces with soap and water before disinfecting them.

- b. To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and are appropriate for the surface.
  - c. Always wear gloves and gowns appropriate for the chemicals being used when cleaning and disinfecting.
  - d. For each product used, consult and follow the manufacturer's instructions for use.
5. Determine which employees may have been exposed to the virus and may need to take additional precautions:
  - a. Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).
  - b. Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

Because PHPL employees are practicing social distancing, they should not have prolonged exposure to each other (less than 6 feet for more than 15 minutes), but in some cases this cannot be avoided. We will err on the side of caution. For instance, we usually have two people working in circulation. If one of those people tests positive, anyone who worked an overlapping shift in circulation would be instructed to get tested and self-quarantine. The same goes for anyone who works in a shared office; if someone's office mate tests positive, we would assume exposure for that person.

6. PHPL should be transparent with this process and procedure, as we are with all library policies and procedures. Signage and announcements should be prepared in advance with the following wording: "Library temporarily closed due to positive COVID-19 test: The Library has suspended services due to an employee testing positive for COVID-19. Any exposed employees are being tested, and the Library is receiving a thorough cleaning. Services will resume as soon as we are able to do so. No overdue fees will be charged during this temporary closure. Thank you for your patience and cooperation. Please call 262-246-5180 or visit [phplonling.org](http://phplonling.org) for updates."

\*Portions of this procedure adapted with permission from Muskego Public Library and Menomonee Falls Public Library

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- **Questions for discussion: Are there metrics we would use to close preemptively? For instance, a certain threshold of cases in our service area, or a certain percentage of positive test results?**
  - Resources to be familiar with: [Waukesha County COVID-19 dashboard](#), [Wisconsin Department of Health Services](#).