

Solon Public Library Board
August 31, 2020 – 7:00 PM
Solon Library Meeting Room

Join Zoom Meeting

<https://us02web.zoom.us/j/89359781111>

Meeting ID: 893 5978 1111

One tap mobile

+13126266799

Call to order
Approval of the agenda
Approval of minutes
Citizen's Speak - Correspondence

Committee Reports:

City/Board Liaison – Jackie, March Facilities – Bob
Financial – Frank
Rural representative – Sandy

Librarian's Report and Bills

Review of Solon Library Foundation - treasurer's report

Old Business

Discussion and possible action regarding the solar panel project

Discussion and possible action as we review a policy on citizen's speak and correspondence.

Discussion and possible action regarding "meeting rules of order"

New Business

Discussion and possible action regarding the purchase of an air purifying system using ionization technology.

Discussion and possible action regarding Director's Retirement

Discussion and possible action regarding procedure to limit library services if one or more staff is quarantined.

The Solon Public Library Board

Meeting Minutes

July 27, 2020

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:02 p.m.

Present

Frank Cooney, Bob Lancaster, Sandy Lawrence, Jackie Nemecek, Seth Smith, March Sutton, Kris Brown (Library Director)

Absent

Jane Carr

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the board.

Committee Reports

- **Building:** We are getting multiple bids for new shingles for the library roof. Shingles are less than half the cost of a metal roof, and a metal roof may have issues with leaking based on the roof design of the library. The current shingles are near the end of their life, and new shingles are needed prior to adding solar panels.
- **Finance:** None
- **Johnson County Liaison:** Approved budget as listed
- **City of Solon Liaison:** None
- **Succession Planning:** None

Library Director's Report

The Library Director shared a copy of the Library Director's report, reviewing extra hours worked by staff and circulation numbers.

Approval of Bills

The July 2020 bills were unanimously approved for payment as presented.

Review of Foundation Report

None

Old Business

- **Review and possible action regarding the solar panel project**
Multiple bids for the solar panel project have been received. An application with Alliant to construct the solar array has been approved and is valid for one year. Construction may begin as soon as the roof has been replaced and a bid has been chosen.
Motion: *Postpone the discussion about solar panels and roof to the regular August meeting.*
Motion introduced by *Lancaster*. Motion seconded. Motion passed unanimously.

New Business

- **Brief review of Open Meeting Law**
[Board training began at 7:22 p.m., ended at 7:33 p.m. – 11 minutes of Board training]
The board reviewed Iowa Open Meeting Law provided by the State Library of Iowa.
- **Review and possible action regarding a Citizen's Speak/Correspondence Policy**
A Citizen's Speak/Correspondence policy is not required by law, but has always been an agenda item at the Solon Public Library. The board reviewed and discussed a draft Citizen's Speak/Correspondence Policy. Suggested revisions will be supplied at the next regular board meeting.
- **A Presentation on "Meeting Rule of Order" with possible amendment to the Library Board By-Laws**
Discussed Robert's Rules of Order vs. Consensus Process. Robert's Rules supplies special rules for small boards that is similar to the process used by the library board. Discussed adding wording to the library board by-laws regarding following Robert's Rules of Order.
Motion: *Postpone discussion of inserting reference to Robert's Rules into the bylaws to the next regular meeting.*
Motion introduced by *Lawrence*. Motion seconded. Motion passed unanimously.

Next Month's Agenda

- **Review and possible action regarding the solar panel project**
- **Review and possible action regarding revised Citizen's Speak/Correspondence Policy**
- **Review and possible action regarding Meeting Rule of Order**

Adjournment

The meeting was adjourned at 8:23 p.m.

Next Meeting

Regular Meeting: Monday, August 31, 2020

Submitted by

Seth Smith

Librarian's Report - August 31, 2020

We received our accreditation papers.

Not due again until Feb 2023

Adult programming:

- In the kitchen - a monthly program posted on social media and on youtube. Will kick off in Sept. featuring how to make a better box cake and how to make homemade vanilla. Now available. Check our Facebook page for a link.
- Trivia Night - three teams participated last month (some folks from out of state included on one of the teams)
- Book Club - lately book club members are zooming with with their wine and pajamas
- CookBook Club - Starting in September, we are trying a new spice each month. Alexis will distribute spices curbside and the group will try recipes and then share results through zoom. September's "spice" will be lavender.
- DIY Night - also switching to premade packets with materials and then schedule a zoom night to work together on the project.
- Special programming - a video editing class is in the planning stages. Garrett, Cassi's brother has been editing our story time videos and now "In the Kitchen" to add a more professional look to the programming. He will be the presenter.

Recent Memorial

Bob Mickelson recently passed away. He was on the building committee and also was a part of the early days of the Solon Library Foundation. His help in getting the building up and running was invaluable. We received \$580 memorial funds in his honor.

Tidbits from the last Johnson County Librarians' Meeting

This group meets quarterly and we share information on programming, current issues with Covid, etc.

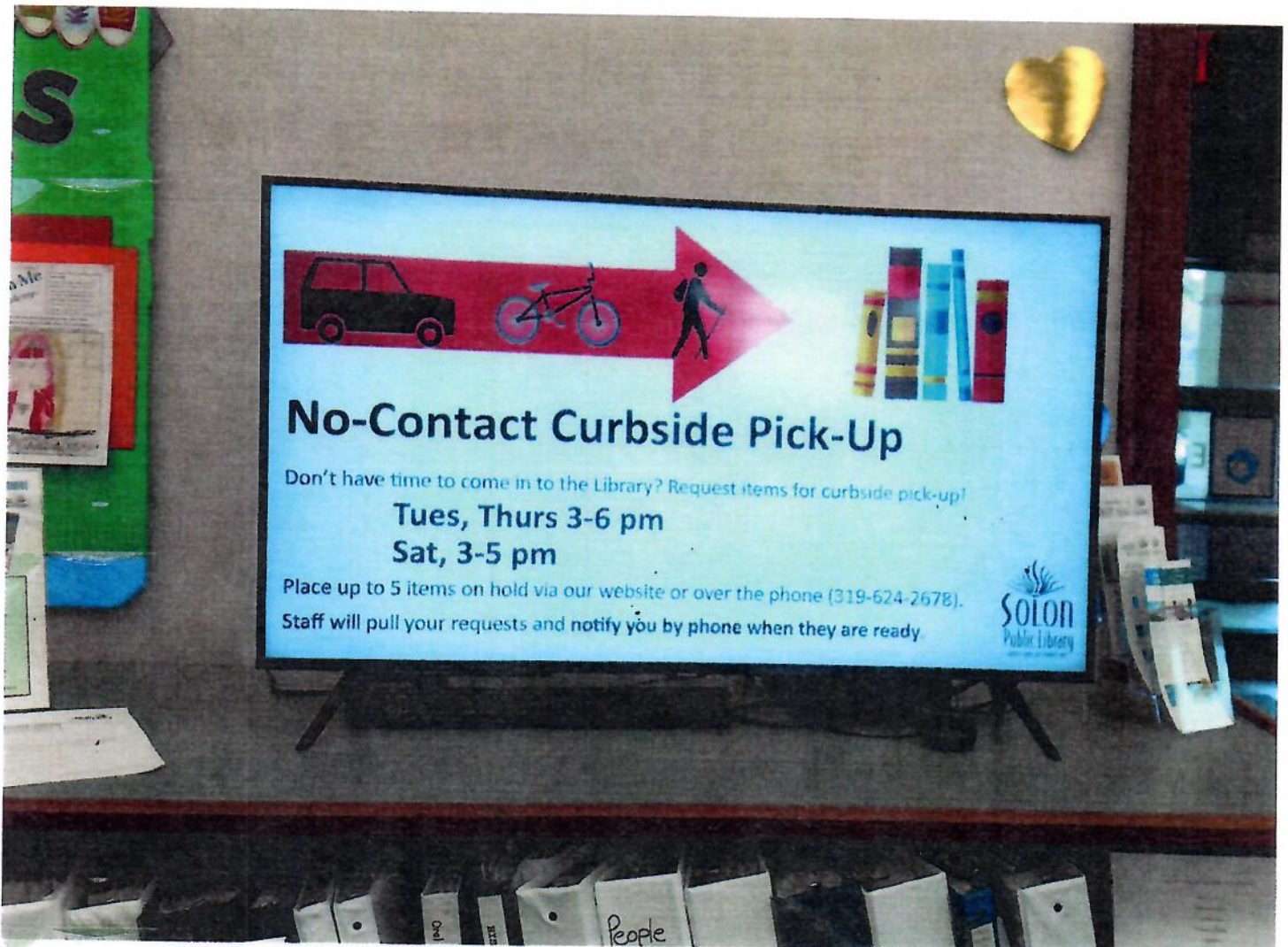
- Swisher is the only library that is open with fairly normal hours but they do limited patrons per hour to 8. Oxford is only doing home deliveries. N.

Liberty, Coralville are both doing by appointment only visits to their libraries plus curbside. Iowa City is not open to the public, they are just doing curbside pickup. None of the Johnson County Libraries have plans yet for regular open hours.

- The N. Liberty Public Library's director has been out since August 5th with Covid 19 and her husband was just admitted to the hospital with the same.

Digital Display

If you haven't been in the library lately, we have our new digital display up on the counter, just inside the lobby doors. We purchased this with remaining funds from the last fiscal year. Soon to be featured, is the Library Card Sign-Up Month in September with all of the details. Larger libraries in our area use these digital monitors to feature new programming, possible changes in schedules or community news. It will be a great marketing tool to provide information for our patrons.



Library Stats for 8/31/2020 Board Meeting
(engagement from Jul 27-Aug 25)

Library Appointments:

166 appointments available
123 appointments filled
174 patrons visited

Circulation:

1,683 items checked out

Online Adult Programs:

Jul 31-Aug 2 (Virtual Scavenger Hunt): 12 attendees
Aug 18 (Book Club): 11 attendees

Upcoming September adult programming includes Cookbook Club with spices, DIY Take & Make Kits, and special seminar classes including Video Editing and Resume Building.

Digital Storytimes:

Jul 28 ("The Land of Kings and Queens"): 54 views
Aug 4 ("The Land of Dragons"): 66 views
Aug 11 ("Things that Go: Boats!"): 31 views
Aug 18 ("Things that Go: Cars & Trucks"): 157 views
Aug 25 ("Things that Go: Bikes"): 39 views
Total: 347 views

Upcoming youth programming includes weekly BAM POW Grab & Go activity kits for grades k-4, and CATS to Go activity kits for grades 5-12th and a monthly fall Career Spotlight series for teens.

Other highlights:

Our Facebook post about the importance of wearing masks reached 3,795 people, engaged 667 people, received 19 positive comments, and was shared 14 times!



Solon Library Bills - August 31, 2020

During the months of July and August, the city office is closing the books for the last fiscal year. They will not provide expense to date sheets, I believe, until September. The balance totals I am using are from our budget which was approved for this fiscal year.

From Books (65020) _____	(Jul Bal) \$21,245.33
● Baker & Taylor inv#2035362256.....	253.08
● Baker & Taylor inv#2035385932.....	45.77
● Baker & Taylor inv#2035412191.....	255.04
● Baker & Taylor inv#203587669.....	31.92
● Baker & Taylor inv#2035317682.....	18.20
● Baker & Taylor inv#2035320751.....	396.98
● Baker & Taylor inv#2035335889.....	104.90
● Baker & Taylor inv#2035356610.....	117.64
● Penworthy inv#0070295	235.20
● Grey House Publishing inv#939360	144.00
● Visa/Cassi 7/15.....	133.21
● Visa/Cassi 8/03.....	95.93
● Visa/Cassi 8/06.....	18.16
● Visa/Cassi 8/06.....	16.04
● Visa/Cassi 8/06.....	6.41
● Visa/Cassi 8/06.....	131.24
● Visa/Cassi 8/06.....	11.52
● Visa/Cassi 8/10.....	16.04
● Visa/Cassi 8/10.....	52.95
● Visa/Cassi 8/12.....	20.54
● Visa/Cassi 8/11.....	28.85
● Visa/Cassi 8/11.....	<u>37.66</u>
	Remaining balance \$19,074.05
	Spent this month (\$2,171.28)

From Library Video/DVD (65030) _____ (Jul Bal) \$4,790.51

- Baker & Taylor inv#H49731440..... 51.39
- Baker & Taylor inv#H49307910..... 78.96
- Baker & Taylor inv#H49128150..... 60.11
- Baker & Taylor inv#T 23983390..... 43.48
- Baker & Taylor inv#H46603870..... 21.74
- Baker & Taylor inv#H47244450..... 88.40
- Baker & Taylor inv#H47728120..... 25.37
- Visa/Kris 7/28..... 18.18
- Visa/Kris 8/05..... 21.36
- Visa/Kris 8/05..... 21.39

Remaining balance \$4,360.13
Spent this month (\$430.38)

From Library Audio Materials (65040) _____ (Jul Bal) \$5,650

- MicroMarketing inv#817211..... 87.49
- MicroMarketing inv#820205..... 38.39
- MicroMarketing inv#818475..... 33.60
- MicroMarketing inv#819519..... 38.39
- MicroMarketing inv#808144..... 142.04
- MicroMarketing inv#814146..... 38.39
- MicroMarketing inv#811076 81.58
- MicroMarketing inv#811535 43.19
- MicroMarketing inv#814723 38.40
- MicroMarketing inv#814248 91.48
- MicroMarketing inv#814884 62.40
- State Library of Iowa inv#20-218390 Bridges 62.00
- State Library of Iowa inv#20-217390 Bridges 604.66

Remaining balance \$4,287.99
Spent this month (\$1,362.01)

From Educational Programming (64340) _____ (Jul Bal) \$8,294.75

● Visa/Kris 7/30.....	37.68
● Visa/Kris 8/5.....printable labels.....	9.61
● Visa/Cassi 8/10.....	7.46
● Visa/Cassi 8/11.....	12.74
● Garret Elton inv#0006.....storytime video editing.....	302.25
● Garret Elton inv#0001.....kitchen video editing.....	215.80
● Reimburse to: Alexis Kurth (Vendor) ...Big Grove gift cert.	<u>50.00</u>
	Remaining balance \$7,659.21
	Spent this month (\$635.54)

From Office Equipment (67250)_____ (Jul Bal) \$3,983.96	
● Zoom inv#5902.....monthly renewal.....	16.04
● Visa/Cassi 7/29.....laptop cases.....	<u>52.40</u>
	Remaining balance \$3,915.52
	Spent this month (\$68.44)

From Postage and Shipping (65080)_____ (Jul Bal) \$900	
● Visa/Kris 8/10.....	<u>55.00</u>
	Remaining balance \$845.00
	Spent this month (\$55)

From Building Maintenance (63100)_____ (Jul Bal) \$900.00	
● Joe's Quality Window Cleaning inv#18965.....	<u>80.00</u>
	Remaining balance \$820.00
	Spent this month (\$80)

From Operating Supplies (65070)_____ (Jul Bal) \$7,000.00	
● Office Express inv#114688-0	<u>25.39</u>
	Remaining balance \$6,974.61
	Spent this month (\$25.39)

From Publishing (64140) _____ (Jul Bal) \$427.30

- Solon Economist 172.70

Remaining balance \$255.00
Spent this month (\$172.70)

From Telephone/Internet (63730) _____ (Jul Bal) \$3,700.00

- South Slope 1,120.96

Remaining balance \$2,579.04
Spent this month (\$1,120.96)

From Utilities (63710) _____ (Jul Bal) \$13,000.00

- Alliant Energy 722.40
- MidAmerican Energy Company 12.13

Remaining balance \$12,265.47
Spent this month (\$734.53)

Summary Notes regarding Solar Panels for the Solon Public Library

Contractor Name	<u>E&J Electric</u>
contractor notes:	provided two quotes: a 19.12Kw proposal and a 50.25Kw proposal. The 50Kw proposal will be used as it is similar to the other two proposals.
Proposal cost	\$145,006.40
Electrical saving estimated/year	
Number of panels	51
Warranty on panels	10 years
Efficiency of panels at 25 years	80% +/- 3%
Warranty on the invertors	10 years, extended warranty available but cost prohibited
Average install payback timeline	16 to 20 years
Labor warranty	1 year
After service timeline fees	\$98/hour, their current sevice rate
Panel efficiency rating	79.10%
Annual production	61.05MWh/year
Provides after install insurance	no
Installation timeline	
Realtime monitoring available	discussed, but not priced
Additional notes:	50% payment due before starting 30% due when panels are installed 15% due when electrical work completed 5% when scope of work done Several assumptions regarding electical work are in the proposal and may add to the cost if required by Alliant Energy.

Rabe Hardware

51.76Kw proposal

Moxie Solar

46.8Kw

panels on south and east sides

\$72,150.00

\$7,944.00

100

\$91,260.00

\$9,383.31

117

25 years, backed with re-insurance policy

82.5% +/- 3%

12 years, 20 year warranty available for

\$895

7.7 years

5 years parts and labor

\$110 on-site only plus \$25 trip charge

85.92%

expected 53.727 MWh/year,

guaranteed 51.76MWh/year

yes

approximately a two week installation

yes, included in price

82.5% +/- 3%

25 years

8.06 years

5 years, they do offer a extra warranty to 15 years

\$0.15/watt i.e.\$60 to replace a panel

20.1

58,463

no

60-90 days, 2-3 weeks on site

yes

All labor and Iowa permits included, Alliant application and fee included. As designed approved by Alliant.

Payment details not in proposal

10% downpayment, remaining due upon completion.

Written guarantee of output

Solon Public Library Citizen Speak/Correspondence Policy **DRAFT**

The Solon Public Library Board of Trustees conducts all meetings in compliance with the Iowa Open Meeting Law, Iowa Code, Chapter 21. In addition, the Board welcomes citizen participation in both its special and regular meetings. It is important to note that while the Library Board meeting is conducted in public, it is not a public meeting. In other words, the public and/or media representatives who attend are there as bystanders, not as meeting participants. Citizens can also address issues or concerns with the Library Director at any time.

In order to facilitate citizen input regarding Library Board actions and activities, the following procedures will be kept:

- A period of time no longer than 25 minutes will be set aside at the beginning of every meeting for citizen input.
- Citizens wishing to speak during the allotted time should notify the board by notifying the Board of Trustees via sign up at the circulation desk in person, via phone (319-624-2678) or email (admin@solon.lib.ia.us) by noon the Friday before the meeting. If time is still available, the Board may use its discretion to allot time to individuals who did not sign up in advance.
- Each individual will be allowed 3 minutes to present to the Board.
- In the event that more than 7 individuals have indicated interest in speaking, they will present in the order in which their request was received.
- All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff, or other members of the public.
- Citizen's name will be recorded as ~~comments during the meeting will be summarized and recorded in the meeting minutes and~~ a part of the public record.
- The Library Board will listen to presentations and may ask questions for clarification. If there is a need for a response from the Board, it will come at a later time when the Board has had time to deliberate the issue, seek more information, or to take recommendations from the director.
- This policy will be available on the Solon Public Library website. By indicating an interest in speaking, citizens agree to adhere to all relevant procedures and guidelines.
- Written correspondence to the Board must include the citizen's name, and will be included as a part of the Board Packet, made available to all Board members and posted on the Solon Public Library website. Correspondence must be received by noon the Thursday before the meeting or it will be a part of the next

month's board packet. ~~This correspondence will not be read during the meeting unless the citizen is present and has signed up to do so.~~

- The Board reserves the right to amend these procedures and guidelines without notice when circumstances warrant.

We ask that the following guidelines be followed during Citizen Speak:

- When recognized by the meeting chair, please stand and clearly state your name for the record.
- Please speak clearly and loudly so all can hear, microphones may not be available.
- Keep your comments within the allotted time. If your time has elapsed, you will be notified by the Board Chair, please return to your seat.
- Board members may ask for clarification on a point, but will not comment or take immediate action on statements from the public.
- Please be polite and respectful, **the Board Chair reserves the right to end the speaker's session if they are in violation of the procedures or guidelines.**

BYLAWS SOLON PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I NAME AND PURPOSE

Section 1 This organization shall be known as the Solon Library Board of Trustees and shall operate a free public library for residents of the Solon area.

ARTICLE II LIBRARY BOARD

Section 1 The Mayor, with the approval of the City Council, shall appoint seven persons to constitute a Board of Library Trustees. Any interested person of legal age is eligible for an appointment. Four members of this board will live within the city limits of Solon and three board members may reside in rural Solon. A majority of board members will reside within city limits. The Johnson County Board of Supervisors will review the names of those individuals who wish to represent the rural Solon area, before final approval is made by the Mayor and the City Council of Solon.

ARTICLE III ORGANIZATION OF THE BOARD

Section 1 Terms and Qualifications All appointments to the Board shall be for four (4) years, except to fill vacancies. Appointments shall be made every two (2) years of one-third of the total number or as near as possible to the number, to stagger the terms of the board. Both a newly interested individual and a returning board member, whose term has expired, must fill out an application form describing their reason for serving, which should be turned in to the city office for review by the Mayor.

Section 2 Vacancies The position of any Trustee shall be vacant if he or she moves permanently from the City or school district or if he or she is absent without cause from six (6) consecutive regular meetings of the board, or if he or she is removed for cause by the Mayor with the approval of the City

Vacancies on the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

Section 3 Compensation Trustees shall receive

no compensation for their services.

Section 4 Quorum and Voting All action by the Board shall require a majority vote of the whole number of members appointed to the Board. The removal of a Librarian, however, shall require a two-thirds vote of the Board.

Section 5 Meeting Procedure The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rule of Order.

Section 5 Orientation of New Members Prior to the first regular meeting following their appointment, new members shall be provided with copies of the bylaws, pertinent sections of the City Code and other documents that would be useful to Board members in carrying out their duties, such as the Iowa Library Trustee's Handbook.

ARTICLE IV POWER AND DUTIES

Section 1 Election of Officers The members will meet and elect from its members a President, a Vice-President, and a Secretary, and such other officers as it deems necessary. The City Clerk/Treasurer shall serve as Board Treasurer, but not be a member of the board.

Section 2 Physical Plant The Board has control and supervision of the Library, its appurtenances, fixtures, and rooms containing the same.

Section 3 Charge of Affairs The Board is to have charge and control of all affairs of the Library.

Section 4 Hiring of Personnel The Board is to employ a Librarian, and authorize the Librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

Section 5 Removal of personnel The Board may remove the Librarian, by a two-thirds

vote of the entire Board, and may provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

Section 6 Purchases The Board may select, or authorize the Librarian to select, and make purchases, of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.

Reviewed April 2014

February 26, 2018

Improving Air Quality in the Library

Staff has expressed concern about the quality of the air in the library, especially now that we know that Covid spreads more through the air than is picked up on surfaces. A webinar that staff attended suggested using better filters and also increasing the cycles that air is moved through the building in a 24 hour period.

Scott checked with Jim Linden of Solon Heating and Cooling and this was Jim's comments:

I was asked to look into the filters for the heating and cooling units at the Library, either changing to a more restrictive filter, changing them more often, or increasing the atmosphere change out to cycle more often through the filter.

I met with Jim Linden at Solon Heating and Air. Jim stated that the units in the Library (7) and at City Hall (2) are fixed speed. A more restrictive filter may actually slow the cycle times and be more detrimental than good.

Jim stated that he has been installing UV Lighting and or an ionization generator to remove viruses, molds, bacteria, and odors. I have attached literature he left me for your review. I know the SCSD has been looking into at least the ionization generator in some of their facilities. Cost per unit for both treatment devices would be roughly \$1,500 per unit as I understood.

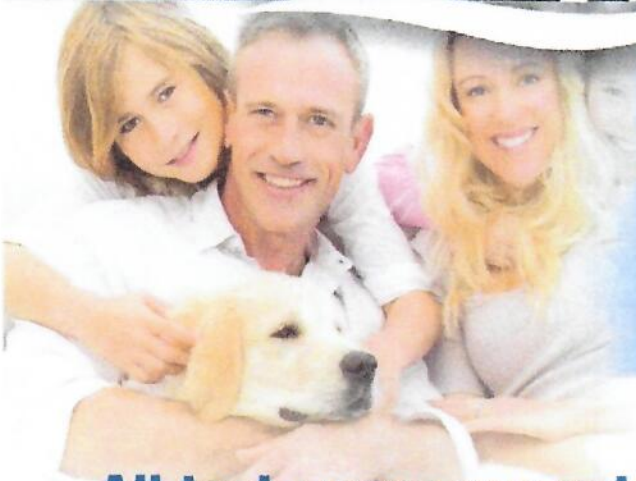
Let me know if you have any questions,

Scott

I have included information that Jim sent on both types of units the IWave and the ultraviolet Light (UV). For seven units, our cost would be approx. \$10,500.

Funding is not available in the current budget. We could use this year's state donation of approximately \$2,500. Next would be a request to the Foundation for the remainder.

iWave AIR PURIFIERS



PATHOGEN TEST RESULTS

All tests were run using proprietary NPBI™ technology.

SARS-CoV-2 (Covid-19)

TIME IN CHAMBER

30 MINUTES

RATE OF REDUCTION

99.4%

INNOVATIVE
BIoANALYSIS

This test was run using the iWave-C (GPS-DM48-AC) in a test designed to mimic ionization conditions like that of a commercial aircraft's fuselage.

Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

Human Coronavirus 229E

TIME IN CHAMBER

60 MINUTES

RATE OF REDUCTION


90%

ALG
ANALYTICAL
LAB GROUP

This test was run in a test chamber in a lab setting with the Nu-Calgon iWave-R Air Purifier P/N 4900-20.

A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to Needle Point Bi-polar Ionization (NPBI) over time. This controlled environment allows for comparison across different types of pathogens.

iWave's Needle Point Bi-polar Ionization (NPBI) technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.

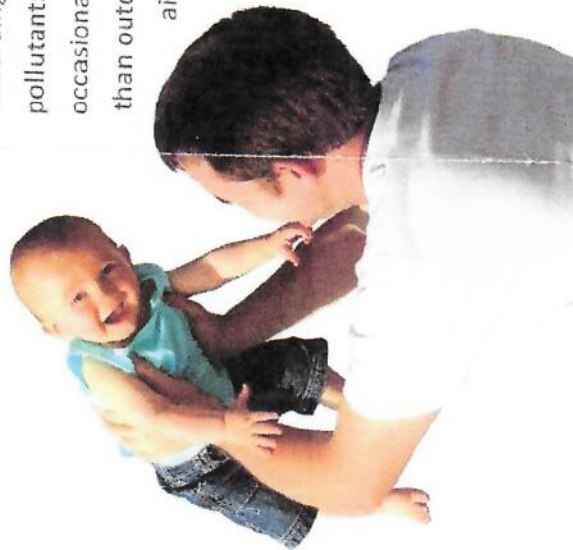
 Nu-Calgon

K R

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milar



THE WHOLE HOUSE AIR PURIFIER

Since APCO® installs directly into the central air system, the air is purified and circulated throughout the whole home, so there is no need for individual room air purifiers!

ODORS GERMS MOLD ALLERGENS

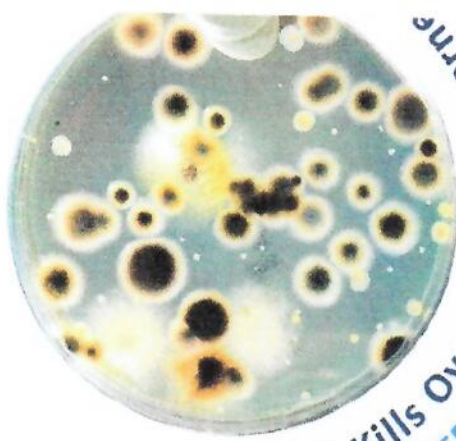
APCO® installed in air handler with optional 2nd remote UV light

A Perfect Fit

Not all central air systems are the same but fortunately there's an APCO® system to fit all of them. For added mold disinfection consider an APCO® Dual system which features a 2nd remote UV lamp mounted at the HVAC coils.



Many home air purifiers produce ozone which has been proven to be unhealthy. APCO® is 100% ozone free!



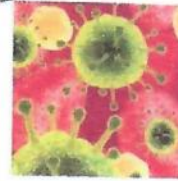
APCO® Kills Over 99% of Airborne MOLD • BACTERIA • VIRUSES • ALLERGENS
After the first 24 Hours of Use*

The Solution for Indoor Air Pollution

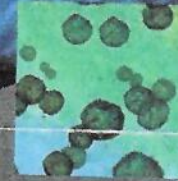
According to the EPA, indoor levels of pollutants may be 2 to 5 times – and occasionally more than 100 times – higher than outdoor pollutant levels. Indoor air pollutants have been ranked among the top five environmental risks to public health.



Bacteria



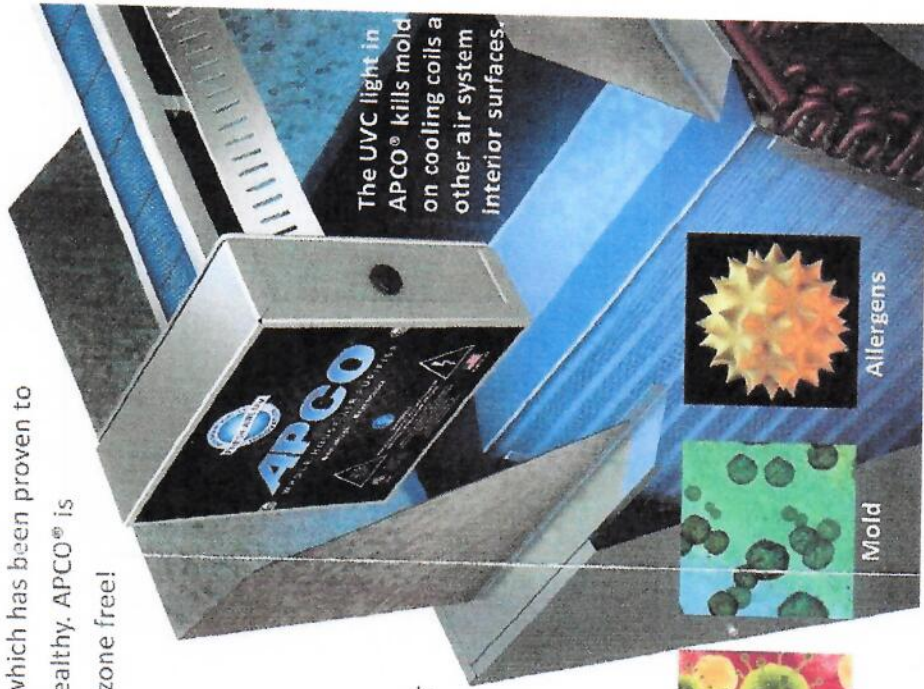
Viruses



Mold



Allergens



The UVC light in APCO® kills mold on cooling coils and other air system interior surfaces.

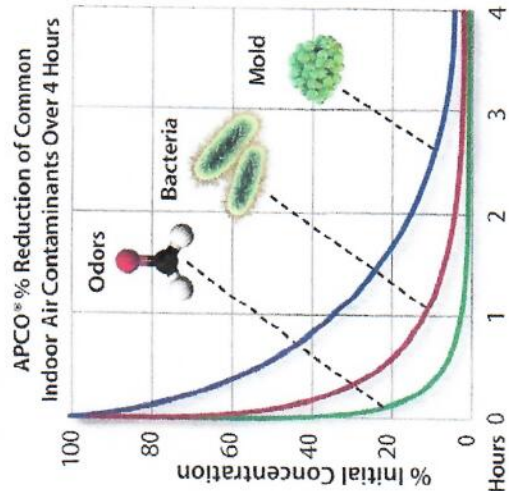
Award-Winning Design

APCO®'s unique combination of UVC light and activated carbon has earned it the prestigious **AHR Innovation Award** for **Indoor Air Quality**; the highest honor in our industry.



Proven Effective

Tests performed by certified laboratories prove the effectiveness of APCO®.



Erase Odors

APCO® eliminates VOCs which are the source of nearly all odors. While some VOCs merely smell bad, others can pose significant health risks.

APCO® removes pet odors, cooking smells, and chemical vapors rising from furniture, carpet, and construction materials.



Respiratory Health

APCO® air purification technology is designed to reduce the types of airborne contaminants known to contribute to indoor air related respiratory problems. Because air quality is a major factor in respiratory health, improvements to indoor air quality will enhance your quality of life.



APCO® is available from:



Made in USA

For More Information Please Visit
WWW.FRESH-AIREUV.COM

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TUV-APCO-BROC 8.20.13

*Visit www.freshaireuv.com/apco.html for more information

DE
WITH

The Wh
Air Pur

FRESH
INDOOR
INNOVATION



turn to the experts™

SOLON HEATING & AIR

(319) 624-2679

INDOOR AIR QUALITY



INFINITY AIR PURIFIER \$ 1438.00

The Infinity air purifier offers extremely high air filtration efficiency and patented germicidal technology so effective it even Captures & Kills® airborne pathogens such as bacteria and viruses

Benefits

- Better air quality for better health
- Improved humidity control for greater comfort
- MERV 15 filter
- 99% efficient
-



CARRIER OR COR ULTRA VIOLET LIGHT \$ 802 - 2 Bulbs

Features

Cleaner coil
Single & Dual Lamp Models
115V & 208/230V Models
Trouble free installation

Benefits

- Improves air quality in the home
- Nearly maintenance free
- Healthier Home
- Zero ozone operation



iWave-R \$ 718

Features

Needlepoint ionization generator designed for treating air in duct systems

Benefits

- Reduces allergens, odors, smoke, static electricity and other airborne particles
- Kills mold, bacteria and viruses
- Self cleaning, low maintenance



TOTALINE BYPASS HUMIDIFIER \$ 437

Features

The ideal humidifier should treat your whole house, improve comfort, reduce energy costs, operate quietly and be easy to maintain. Only Totaline humidifiers do it all.

Benefits

- Improves air quality in the home
- Prevents dry skin and dry sore throats
- Protects the home such as wood floors and furniture

Plan for staff quarantine.

If one (or more) staff must quarantine according to [SPL Policy](#), and [following these guidelines from the CDC](#), the remaining staff will work to adjust the schedule.

If the staff cannot cover the full schedule, we will discontinue appointments until further notice.

Staff will continue to offer Curbside Pick-Up. On-line programming will continue to be planned ahead to avoid interruptions. Staff will continue to cross-train to cover different positions in case of absences.

While under quarantine, staff can continue to work from home.

CARES Act: Staff who test positive and are unable to work from home, will be paid for two weeks under the Federal guidelines, through December 31st.

(Sample) SPL Policy: When to Quarantine & How Long

SCENARIO:

- Staff member lives with a family member who has a positive diagnosis
- Staff member travels to a “hot” location of Covid-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

Action Steps:

Immediately (following CDC guidelines)*:

- Notify employee that they must self-quarantine for 14 days if asymptomatic*
- Notify employee of possible work-from-home options.
- Notify employee, in writing, of benefits available during quarantine (Paid leave, use of accrued leave, FMLA, FFCRA benefits, etc.).
- Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.

- if symptoms develop, self-isolation starts for 10 days since symptoms appear and 24 hours with no fever without fever-reducing medication and Symptoms have improved

*NOTE- Depending on circumstances of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.

SCENARIO:

- Staff member exhibits symptoms of Covid-19 or fails health screening.

Action Steps:

Immediately:

- If employee falls ill at workplace, SEPARATE employee from other employees
- Send employee home/arrange transportation if necessary.
- Provide Employee with following instructions:
- Encourage employee to seek medical advice/attention.
- Notify Employee to follow CDC Steps

Employee must self-isolate/quarantine (following CDC guidelines) UNTIL:

At least 10 days since symptoms first appeared and

At least 24 hours with no fever without fever-reducing medication and

Symptoms have improved

Notify employee, in writing, of benefits available during quarantine (Paid leave, use of accrued leave, FMLA, FFCRA benefits, etc.).

Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.

- Maintain normal cleaning/sanitizing routine

SCENARIO

EMPLOYEE HAS A POSITIVE DIAGNOSIS OF COVID-19:

- ALL of the above steps, PLUS:

Immediately

- **NOTIFY LOCAL HEALTH DEPARTMENT**
- Close off affected employee's workspace and areas they used for prolonged (10 minutes or more) periods of time.
- Library Director determines whether to close. Discuss with Board if necessary, within library's protocols. It may not be necessary to close facility. [See CDC guidance for suspected or confirmed cases](#). However, if multiple employees develop symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to-bottom cleaning.
 - If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.

Within 24 Hours:

NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact- within 6 feet) that an employee has tested positive.

Maintain ill employee confidentiality

Issue general statement to patrons/public on social media ("Employee has tested positive, library is working with Health Department and completing necessary cleaning/disinfecting.")

After 24 hours:

- Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a prolonged (10 minutes or more) presence, following CDC cleaning and disinfection recommendations:
 - If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC

Employee Return to Work:

Employees with no exposure sent home due to closing as part of deep-cleaning procedures:

- Employees may return 24 hours after the completion of facility/building deep clean
- Employees must be asymptomatic
- Employees must not be considered "exposed" to virus by local Health Department

Employees with exposure but no symptoms*:

- Employees may return to work 14 days after initial exposure, or notification of exposure following CDC guidance.
- Employee must have approval of local Health Department for return to work.
- Employees must contact the Library Director at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

Employees with a positive diagnosis*:

- Employees may return to work in accordance with the [CDC Guidance for Discontinuation of Home isolation](#)
- Employees must contact the Library Director at least 24 hours before their planned return. Contact can be via phone, text or e-mail.
 - Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.

*CDC no longer recommends mandatory testing for return to work