FACULTY SENATE LIBRARY COMMITTEE
MINUTES
31 OCTOBER 2013

PRESENT: Mary Beth Ailes, Sherry Crow, Julie Flood, Rick Miller, Heather Schulz, Janet Wilke

ABSENT: Deb Schroeder, Student Senate Representative

GUEST: Dr. Ross Taylor

Dr. Taylor convened the meeting at 1:00 p.m. He then read the Charge to the Committee as follows:

"Article VII. J. Library Committee
Recommends the procedure by which funds are allocated to the colleges and advises the University Administration on the formulation and implementation of Library Policy.
COMPOSITION: One faculty member from and elected by each undergraduate college, the Dean of Libraries, the Chief Information Technology Officer or representative, one member selected by the Graduate Council, and one student selected by the Student Senate. Total: 8 members."

The next order of business was the election of a Chair to the Committee. Sherry Crow agreed to serve in this capacity again this year. Miller nominated Dr. Sherry Crow to serve as Chair of the Faculty Senate Library Committee (Wilke). The motion passed unanimously.

Following this was the election of a Recording Secretary. Rick Miller agreed to serve in this capacity. Wilke nominated Dr. Richard Miller to serve as Recording Secretary of the Faculty Senate Library Committee (Crow). The motion passed unanimously.

His business with the Committee being concluded, Dr. Taylor excused himself from the remainder of the meeting.

The members of the Committee then introduced themselves to each other.

Crow observed that October has been a busy month for the Library. The Annual Nebraska Library Association/Nebraska School Library Association (NLA/NSLA) Conference was held in Kearney earlier this month. UNK Library Staff gave a presentation on Disaster Preparedness at that conference.

Building/Roof damage and repairs – Wilke provided a summary of the storm that took place on April 9, 2013:

During the early morning hours of April 9, 2013, around 3:30 a.m., part of the library roof was blown off and water poured in along the expansion joint, down the middle of the book collection on Second Floor. Water also made its way down the walls and largely under the wall on the main floor of the Mitchell Center and into the Lower Level of the Library, creeping along the carpet under the periodicals.
A temporary roof covering was put on immediately, which worked well over the summer months. There was little rain over the summer, but during one downpour the temporary roof held.

Examination of the roof identified a number of structural issues. Addressing these issues added time to the pre-bid preparation process. The work was bid in July and again in August before a bid was accepted. It was learned that there are issues in the Kearney area due to construction companies being overwhelmed with work.

Repair work began in late August, around the time that we were hoping that it would be ending. Then it started to rain off and on, but we were assured that the roof would always be left secure at the end of each work day.

Apparently there was some miscommunication between the roofer and the plumber who was working on the roof drains, and one drain was left unfinished and uncovered on Friday, September 27. That evening there was a massive downpour, resulting in water coming into the building, largely over a table area but also hit-and-miss in the book stacks in the southwest part of the Second Floor collection. Since then, on some rainy days there have been some minor leaks.

The latest word from the roofer, on 10/30/13, was: “We have experienced some delay to the UNK Library project largely impact due to weather. The good news is the final part of the project is to install the metal along the west side which can happen in all temperatures. Our final part of the project will take us about 6-7 days of work and our goal is to have [it] finished in the following weeks.”

Wilke hopes to have the work completed by Thanksgiving. However, we are leaving the plastic up until the roof is totally complete.

**Resource damage** – Wilke reported that following the April 9 storm 6,136 damaged books were frozen for eventual recovery. Because water goes where it finds a path, an additional 143 damaged books were identified later. The September 27 storm resulted in 284 books being frozen for recovery. Another 41 damaged books were identified later. Because there were two different storms, two different insurance companies are involved, one for each storm.

Cash-Wa Distributing Company was a huge help with both storms. They provided boxes to pack the books and freezer space to store them for as long as was needed. The books were shipped to BMS Cat, a book restoration company in Texas, where they will undergo a freeze drying process. As this process is completed, the books are returned to the Library, 500 at a time, and are examined to determine if they are in good enough shape to be returned to the shelves.

The average cost of the damaged books is in the range of $86.00. The cost would be over $500,000 if all the books needed to be replaced. This does not include the cost of staff time to process, etc.

**Wet carpet, mold, health concerns** – Wilke reported that Library Staff had concerns right away in April. Water flowed under stacks, crept up walls, ran down walls, soaked ceiling tiles, etc. The carpet is 30 years old, so it is not clean in the first place.
Wilke reported to the Library Committee that in 1989, Kearney had a downpour of nine inches in a short amount of time and water flowed into the Lower Level of the library building on the west side. Her office was on the Lower Level then, and she was away at a conference at the time of the flooding, so she doesn’t know what immediate work was done for cleanup. However, she said that sometime later, the drywall was determined to be wet up about 18 inches from the floor. Holes can still be seen in the walls from the testing. After that storm Library Staff experienced health issues. They may have been related to that incident or may have been HVAC situations that were going on. An environmental study was done and issues were found. Some of the Staff took the report to their physicians. The report is available in the UNK Archives.

Around this time one Staff member had to leave the building and was told by her doctor to never re-enter the Library building. She has never set foot inside the building since that time. Staff did not feel they were being listened to, or that their health concerns were being taken seriously. Some of the carpet that got wet during that flood was replaced in the late 1990s. However, the drywall was never replaced. Of the 26 people currently on the Library Staff, ten are still here from the time of that 1989 flood. They remember what happened then, so wet carpet and walls are a concern.

Wilke raised this issue with Risk Management following the April 9 storm. An Industrial Hygienist from B2 Environmental performed limited microbial assessments on April 30. Unfortunately, he was not connected with Wilke when the Risk Manager (RM) brought him to the library building. Consequently, he and the RM did not hear details of what had happened in the past and what areas had been impacted. Tests were done on carpet in two places on Second Floor; no tests were done on the Lower Level.

The Hygienist and the Risk Manager, along with Dr. Bicak, met with the full Library Staff on June 10, 2013. Staff raised questions regarding the past situation, of which the Hygienist was unaware. Staff also raised issues regarding the limited scope of the testing.

Wilke reported that she has asked the RM three times for the Hygienist’s report. On May 17 when she requested the report, she was told that she wouldn’t understand it. (Note that Wilke mentioned earlier that the Library has a copy of the 1990s report—some Staff took the 1990s report to their doctors at that time.) Wilke stated that the last time she asked for the report she was directed to do so by the Library Faculty. She made the request, indicating that it was a request from the Library Faculty. She also indicated that the report should be available in the University Archives. She has received no response.

Wilke reported there are Staff who feel they have chest congestion and coughing when they are in the building, which goes away when they leave. There are also Staff who feel something like that when they walk into the book stacks on Second Floor.

Wilke then distributed three handouts to Library Committee members: minutes of the June 10 Full Library Staff meeting with the Industrial Hygienist; an excerpt from the Faculty Senate minutes of October 3, 2013, with comments by Library Senator Susan Mueller; and an excerpt from the UNK Administration—Faculty Senate Executive Committee Meeting of October 10, 2013.
Wilke listed her concerns and the issues she sees going forward:

1. Health of staff and library users protected. Dr. Bicak has mentioned having quarterly testing done. VC Johnson mentioned additional testing. Results need to be transparent, actual reports available.

2. Obtaining a copy of the Industrial Hygienist report for staff to review, to share with medical personnel if they wish, and for the University Archives.

3. Thirty-year-old carpet that has, in some cases, been wet more than once. Same with drywall.

4. Integrity of the roof. Only about 50% of the roof was replaced. The Library has had continual roof issues over the years even during gentle rains. One time over 1,000 government documents were damaged. This part of the roof did not leak in the storms and was not replaced. Once the roof is done there will be infrared testing on the roof (I believe that is what it is called) to determine underlying moisture. Results of the tests need to be made available, so Library Staff will know if they need to attempt to do something inside to mitigate possible damage, and the underlying issues addressed.

5. Open communication and collaboration between all University units involved following a situation such as storm damage. Commitment and expertise of staff, such as library staff, continues when resources are damaged and then there is potential for health issues. Staff involved should be utilized in the best way possible. Information should be open and shared.

Miller and Crow asked about how the Library Committee can help with this situation. Miller asked why the University is waiting until after the roof work is completed before testing for mold when that testing should be done now. He also noted that informing Staff of the results of the industrial hygiene study is not the same thing as providing a copy of the actual complete report. He agreed that the report needs to be made available for review. Miller and Flood both serve on Faculty Senate. The Faculty Senate meets next week, and they will share with the Senate their concern over this situation and their support of the Library. They will request a copy of the report for Faculty Senate as well. Wilke expressed her appreciation for the assistance of the Library Committee and Faculty Senate.

Requests from Departments for the purchase of Library resources – Wilke explained that for many years department library materials allocations have been based on the number of Credit Hours generated by each department. This resulted in some departments receiving large allocations but not spending them because their disciplines don’t rely so much on books, while others received small allocations and never had enough money to acquire the resources they needed. This year Susan Mueller, Coordinator of Collection Development, prepared a different way of utilizing book funds that will hopefully result in a more balanced acquisition of resources. This is an experiment that will be conducted for one year. Early in Fall Semester, Wilke, Mueller, and the appropriate liaison librarians met with all Deans and Department Chairs at their first meeting to describe the experiment and answer questions. At the end of the year, they will meet again to discuss how things went and report on the results of the experiment. Wilke distributed to Library Committee members the handout that was distributed to Deans and Department Chairs. The handout is also available at http://library.unk.edu/services/AllocationsFall2013.pdf
Consultant’s report of the Archives/Special Collections – Wilke mentioned the Archives review report prepared by Tara Kennedy, an archivist at Yale University. This will be discussed at future meetings.

Library staff searches – Wilke reported that the Library is currently conducting two staff searches. The Library’s Technical Coordinator resigned the end of September and moved to Colorado to join his family. We are currently searching for a person to fill this Workstation Support Specialist position. Wilke noted that this is one of several Workstation Support Specialist searches that are being conducted across campus. She also noted that salaries for technical people at UNK are an issue.

The second search is a 9-month temporary appointment. One of the librarians has been out with serious medical issues since last fall, and was out off and on for some months prior to that time. That absence has resulted in additional duties being carried out by the remaining librarians and they are overtaxed. The search is for a temporary librarian who can work physically within the library and help alleviate some of the burden that’s been taken on by the other librarians.

Next meeting – Wilke would like to have at least one more meeting this fall, especially if there is a report back from the Faculty Senate on the building issue. Everyone agreed that this time slot seems to work well. The meeting date will be determined at a later time.

There being no further business to discuss, the meeting adjourned at 1:48 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe

Dr. Richard Miller
Secretary
Faculty Senate Library Committee
PRESENT: Greg Anderson, Autumn Bartak-Jensen, Helen Burkey, Kate Freeman, LaVonne Fries, Jennifer Harvey, Todd Jensen, Alta Kramer, Colleen Lewis, Tone’ Mendoza, Susan Mueller, Keri Pearson, John Ritterbush, Lacey Rogers, John Russell, Jeanne Schultz, Julie Stall, Michael Sutherland, Janet Wilke, Glenda Wilson, Ron Wirtz

ABSENT: Dee Goedert, Mary Heater, Sheryl Heidenreich, Sharon Kofoed, Rochelle Krueger, Cherry Stevens, Shelley Yentes

GUESTS: Dr. Charlie Bicak, Sr. VCAA/SA; Lee Purdy, UNK Environmental Health and Safety Manager; Mike Smith, Industrial Hygienist

The meeting convened at 3:00 p.m.

Lee Purdy, Environmental Health and Safety Manager, introduced Mike Smith, the Industrial Hygienist who took samples from the Library’s carpet and air following the April 9 storm.

Mr. Smith began his report by explaining the three categories used to classify water in flood situations. Category 1 is clean rain water; Category 2 is rain water or water from other sources that’s been sitting awhile; Category 3 is sewage-contaminated water. The water that came into the library during the storm was classified as Category 1.

Smith went on to explain that, in the case of flooding, you need to clean up the water and begin drying the affected areas within 48-72 hours after the event. The Library and Facilities Staff were on site almost immediately, so there was little opportunity for water to sit around very long.

Mr. Smith conducted extensive sampling of air quality to check for mold spores. Air quality within the building is compared with air quality outside the building. He did not find any elevated mold levels in the air quality. The quality of air inside was very similar to what was found outside the building.

Two carpet samples were taken also. One sample each of waterlogged carpet and dry carpet were taken. Test results did not find any mold spores or microbial organisms in the carpet samples.

Mr. Smith concluded his report by saying that, based on his findings, there are no indicators of anomalies or issues with which to be concerned.

The meeting was then opened to questions from the Staff.

Concern was expressed that water from the 2013 flood will reactivate the mold remaining in carpet from the 1989 flood. A description of the 1989 flood was provided for Mr. Smith’s benefit. A number of staff got sick following the 1989 flood. Several reports were prepared of air quality in the years following that flood. Staff are concerned about what kinds of follow-up will be done for the 2013 flood, and if we will be allowed to see the report.
The samples were taken on April 30, 2013. Smith said there are 25-30 spore types that they look for. The air quality samples included a lot of spore types that are found in air outside the building also, but no mold spores were found in the indoor air samples that were taken. The samples were taken from cross sections of the Second Floor, Lower Level, and Mitchell Center. The sample area was 1,000-2,000 sq. ft. in size. Smith tested diagonally from the southwest corner, through the stacks, to the northeast corner. If any anomalies were going to be found, they should have been detected.

The carpet samples were taken near two book stacks along the expansion joint. One sample was of wet carpet and the other of an area of dry carpet. Smith stressed that the samples taken reflect a moment in time, and circumstances can change within hours, days, or weeks.

Smith explained that as long as mold has enough moisture and nutrients to sustain itself, it grows at a normal rate. However, when there's not enough moisture or nutrients, it starts growing more rapidly in an attempt to perpetuate itself. The musty odor indicates the mold is growing rapidly because it is threatened and is trying to survive. Eventually, if moisture and nutrients are suppressed or removed, the mold shuts down and goes dormant until another source of water or nutrients presents itself.

Smith said staff members don't seem to have experienced any respiratory issues as a result of the flooding event. The Library's air is circulated throughout the building, with fresh air brought in from the outside periodically and mixed with the recycling air already in the building. Using this system, mold spores would not stay in one area but would be circulated throughout the building.

Mold is an allergen, and its immediate effects are similar to triggers from other allergens, which is why it's difficult to pinpoint the causes of the symptoms. They look at the people who are in the building eight hours a day, five days a week; what percentage of the staff who work here have the same or similar symptoms day after day while working in the building? He said there doesn't seem to be any correlation between working in the library all day and being symptomatic as a result of this storm.

A concern was raised about students who come to the library to study and who might be affected. Is there a way to alert them and have them report symptoms, illness, etc., to Student Health? Mr. Smith said that you need to be very careful how you ask questions; you don't want to ask leading questions that may influence someone's answers. There is no way to distribute information to students to have them report symptoms that might be related to the building without compromising their objectivity. Many of the symptoms caused by mold allergens are also caused by food allergies, pet dander, cleaning products, etc. Students, who are in the building for short periods of time, are less likely to display symptoms of respiratory allergies than staff who work in the building eight hours a day.

There are numerous guidelines available for sampling, testing, interviewing, etc., but they are all different and screen for different data. The American Conference of Governmental Industrial Hygienists includes many guidelines that are used in the field.

Discussion wrapped up because Mr. Smith had another appointment to get to, and the meeting adjourned at 4:03 p.m.

Respectfully submitted,

Colleen M. Lewis
Scribe
October 3, 2023  Ockinga

From the Minutes of the Faculty Senate Meeting

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XXII. General Faculty Comments

A. Senator Mueller – Library weather issues. Perception from emails she received that the administration is not putting the library at a high priority. Mold has developed, roof not fixed until right before school started this fall, and water damage to books. In the past, a staff member became ill and not able to return to work due to building conditions. Timeline for completion of the roof-work is October 25th. Main contractor for the roof and the subcontractor for the drains were not on the same page and drains were not sealed. An open drain allowed water in and 284 books had to be put in the freezer. Senator Miller asked that Dean Wilke ask for the Faculty Senate Library Committee be convened to make sure this issue is resolved. Senator Mueller said that mold and airborne microbes are still a concern. It was checked but only two spots were checked. There is a concern that the library is not truly mold free. They have asked for the report to be sent and this has not been sent. Dean Wilke asked for it three times and SVCASA Bicak has also requested it, but with no response. President Trantham said that this issue will be brought to the Faculty Senate Executive/Administration Meeting next week.
Administration-Executive Committee Meeting
Minutes for October 10, 2013

The October 10, 2013 meeting of representatives from the UNK Administration and the UNK Faculty Senate Executive Committee was called to order at 3:00 by Faculty Senate President Kenneth Trantham serving as meeting chair.

Present: Charlie Bicak, Scott Darveau, Barbara Johnson, Douglas Kristensen, Neal Schnoor, Joe Oravec, Ross Taylor, Kenneth Trantham, Kimberly Carlson, Noah Rogoff

Absent: Ross Taylor

F) Library repairs over the summer
A discussion of the condition of the library was held. The air quality study was clarified and VCBF Johnson explained that it was not done for mold and a follow up study will be held when the library roof project is complete. The reason for the delay in the roof was that a contractor had to be selected through an RFP process. VCBF Johnson said that they are hopeful that both the roof of the library and Fine Arts Building Drake Theatre will be completed by December 31. In addition, the second air quality study will be done and compared to the first. The results have been shared with the library faculty and staff so far and they will continue to be informed throughout the process.