

BOARD OF LIBRARY TRUSTEES MEETING

May 22, 2020
(meeting via ZOOM)

PRESENT: Jeanne Cianciola, Chairperson
Emily Blampied, Secretary
Elaine Shea, Treasurer
Virginia Johnson, Library Director

Call to Order/Public Comments/Reports: The meeting was called to order at 3 p.m. by the chairperson; there were no public comments. The Secretary's report from March 12, 2020, was read and unanimously approved. No treasurer's report was given at this time.

The majority of the meeting was the report of the Director detailing the COVID-19 situation and the proposed phased rollout of library service, as summarized below. Dates are tentative and could change as information changes and becomes available.

Stage 1: CURRENT: Director working from home and on site via phone, text, email, Facebook, doing administrative work and departmental planning.

Stage 2: JUNE 1, 2020: Book drop open for returns; all returns to be placed in quarantine for 72 hours before being checked in and shelved.

Stage 3: JULY 6, 2020: Curbside pick-up of library items on hold to begin, as well as virtual programming. Quarantine continues.

Stage 4: AUGUST, 2020: Staff to return. Library open to patrons by appointment, 30 minute time limit. Masks required. Returns to be put into drop slots with quarantine continuing. Stacks closed to patrons with staff retrieving material for patrons. Curbside pick-up continues.

Stage 5: SEPTEMBER, 2020: Limited number of patrons allowed into building at a time. All previous routines continue.

Stage 6: OCTOBER, 2020: Increased number of patrons allowed in with stacks open to patrons but with traffic pattern in place. All previous routines continue.

Stage 7: DATE TBA: Full library services restored.

To better protect both staff and patrons, all soft furniture will be unavailable and all work stations will be arranged to allow for safe social distancing. The book sale room/space will be closed until further notice, and no donations will be accepted.

In other business, the trustees voted unanimously to send a contribution of \$100 in memory of Geoffrey Watt, the son of our staff member, Judith Kelly.

The meeting adjourned at 4:40 p.m. with the next ZOOM meeting scheduled for Thursday, June 25, at 3 p.m.

Emily Blampied
Secretary

Documents distributed:
BOLT agenda 5/22/2020
Secretary's report 3/12/2020
Director's report/phased rollout