

**Jones Memorial Library
Trustee Meeting Minutes
Friday, June 5, 2020**

*Meeting was called to order at 7:05pm.

*Present were Marie Harm, Sandy Wilcox, Tina Bailey, Joanne Williams and Laura Lamonda.

*This meeting was to discuss curbside and book delivery service guidelines.

*Marie informed the Trustees that the Village has gotten the library a thermometer. Each day the employees working will do a temperature check and a log will be kept. They will be asked if they have any symptoms of respiratory illness and/or if they have been in contact with anyone who has Covid. They must sanitize when they come into the building and use gloves and a mask as needed.

*Joanne motioned to appoint Marie the Health & Safety Officer for the library. Tina seconded the motion. All were in favor.

*For now we will focus on curbside only. The side door will be the only door available and patrons should enter only to pick up books in the foyer. They should call ahead to place their order and pick a time that they will arrive. A chart will be made of times so that no one is coming in at the same time. Marie will make sure the further door can be locked, if not she will ask Marilyn or John about getting a lock. The bathroom doors will be locked with signs that say no availability. There will be signage on all doors, and included in them will say not to enter into the building if you have any Covid symptoms.

*Patrons will be asked to return their books into the drop deposit box. The books will then be sanitized and quarantined. The CDC has a list of disinfectants and Marie will look at that and pick some up. Employees should learn the proper glove protocol so as not to cross contaminate. The goal with this plan is to avoid patron contact. No home deliveries at this time and do not accept book donations.

*Marie will decide what will be offered besides books, if anything, for example DVDs, audiobooks, etc.

*Make sure to have masks and gloves to start. Marie will inventory what is in the library for now for disinfectant supplies and let the Trustees and Marilyn know what they will need. Marie will check to see about flushing the water system because it has sat for months now.

*Marie, Doris, and Mary have done the health training. Marie will make sure that the others have sent this to Marilyn. Joanne said they should make sure to get a copy of their certificates to keep in the library.

*The Trustees have asked Marie to stay within the budgeted hours for the staff, and to stagger employees for the first few weeks at least, having one person work at a time.

*An emergency operations plan should be put in place for if in the future we have to shut down abruptly.

*Marie will rework her phase one opening plan and check back in with the Trustees when she is ready to present this. Then the Trustees can look to approve her plan and set a curbside opening date..

*Meeting was adjourned at 8:01pm.

Submitted by Laura Lamonda