

**Jones Memorial Library  
Trustee Meeting Minutes  
Thursday, June 18, 2020  
*\*Meeting was held via Zoom\****

\*Meeting was called to order at 8:08pm.

\*Present were Marie Harm, Sandy Wilcox, Joanne Williams, Joan Huguenin and Laura Lamonda.

\*This meeting was to review the revised Phased Reopening Plan.

\*Staff plans to wear a mask if more than one person enters the library, such as a Village worker, etc. It can be requested that the other person wears one, too.

\*Staff will record their temperature daily upon entry as well as answer and record health related questions.

\*Work stations that are utilized will be disinfected 3 times a day.

\*Do not discuss the bathrooms in the plan because we are not open to the public at this time.

\*Joanne has reminded Marie that staff should watch videos on proper glove use. They should be used and then disposed of.

\*Joanne suggested naming the plan a scheduled curbside pick up. If able to, patrons can call from the parking lot upon arrival and an employee will wave them in. The door will be kept locked after each use. Orders will be filled as soon as possible but should advertise to allow 24-48 hours to access their request.

\*Marie prefers people to call to place orders but requests can be made in Library World or by email as well.

\*Masks are recommended.

\*Signage needs to only be on the outside door for now. They should say please do not enter if occupied or if you have any sign of illness. The signs will be up as recommended by the state but will be hard to police it.

\*Marie should update The Chronicle on the new plan.

\*Marie has requested a lock for the inside door from the Village office.

\*Books, movies, and audiobooks will be available for curbside.

\*Marie confirmed that the answering machine is working.

\*Marie will finalize her plan and check back in with the Trustees so that a curbside plan can be approved and a date can be set to begin.

\*Meeting was adjourned at 8:42pm.

*Submitted by Laura Lamonda*