

Jones Memorial Library
Trustee Meeting Minutes
Wednesday, October 21, 2020
****Meeting held via Zoom****

*Meeting was called to order at 7:00pm. Present were Trustees Joanne William, Tina Bailey, Joan Huguening and Laura Lamonda, Library Director Marie Harm, as well as Mary Wood, Karol Curtis, and Sherie Frizzell. Mary Wood is an employee of the library. Karol Curits is a library patron who has been coming to the Jones her entire life and would like to see it re-open in person. Sherie Frizzell is a Youth Employment/Transition Specialist who has worked with the library in the past and attended to also hear of any re-opening plan.

*The topic of winter hours was the first item on the agenda. For budgeting purposes (heating, etc.), library hours will need to be equal or less than our previous hours. The Trustees asked Marie which days seemed the busiest as to start to form a new schedule. Marie stated that it varies from week to week.

*Marie says that she has spoken with staff about original hours. She says the curbside numbers are dwindling. She believes that they should go back to 2 employees at a time. She is fine with reverting to in person but would like to keep numbers low and doesn't want computer use or loitering.

*As of now, the plan states that there will only be one employee at a time in the building. If this doesn't get changed, employee hours would be cut. Mary expressed not wanting to lose her job. Tina suggested for now, until a new plan is in place, maybe Marie could do her computer end of library business from home on the same day as another employee is in the library, so as to not cut hours but still get work accomplished. Marie will come up with a plan so that all 3 employees can keep their hours, working within the pre-Covid hours of Monday, Wednesday, Friday and Saturday.

*The first order of business in order to open is to have a proper ventilation system in place in the building, as keeping windows open will no longer work as it gets colder outside. Marie will speak with John Morley to discuss whether the existing ventilation system can satisfy the requirement.

*Laura researched what area libraries presently have for plans in place.

- Barton Public Library: M, W, F 11am-4pm, masks required, 3 people or 1 family at a time.
- Glover Public Library: Tu, W, F 12-5pm, 1 person at a time with a mask.
- Leach Public Library: 3 people or 1 family at a time, with masks, must sanitize and sign in upon entering. Books can be returned in outside drop box or a cooler that is set inside.
- Dailey Memorial Library: 10 people at a time, knock first and will be let in or told to wait.
- Goodrich Memorial Library: By appointment only M, Tu, F, Sat 9am-1pm, drop off and pick up in lobby only.

*Marie was asked to speak with her staff and come up with a re-opening plan to present to Library Trustees. She will decide whether it will be a phased re-opening, with one person by appointment only, or whether to let a certain number in the building at once, as well as how to follow all guidelines recommended to open.

*Meeting was adjourned at 9:00pm.

Minutes submitted by Laura Lamonda