

July 13, 2020 meeting minutes

Carrie Cooker, Eve Ermer, Fern Strong, Billie Smith, Mark Bomalaski, Jean Wolfe, Ben Wolfe, Mariah Lawrence, public member Jim Ludwig

Community Input

Community members have shared their appreciation of the programming with the trustees through 3 emails through the library's account and also Eve Ermer received 2 emails.

Secretary's Report

Minutes from May 11, 2020 were approved with a spelling correction.

Treasurer's Report

Librarian's health insurance bill received by Town Treasurer. Warrants will be signed and emailed to Town Treasurer. Ben Wolfe's hours corrected by Town Treasurer. The staff payroll hours available on the approved library budget. Total hour for 4 part time people - 1016 1/4. Total salary for these 4 people is \$60,125.

Librarian's Report

More books have been checked out with help from Mariah who solicits subjects from patrons. The "Story Walk" is switched every 2 weeks. And is enthusiastically received by patrons. More patrons taking advantage of curb side pick up of materials and reference help from library staff. The staff had a meeting to discuss the upcoming scheduling of appointments, etc.

Old Business

Trustees request job descriptions from staff and will review job descriptions of on-line posted Library Director positions to determine items of importance. The trustees will determine where to advertise the position of Library Director.

New Business

The plexi shield sneeze guard will be picked up on July 23rd. The library will advertise information on how patrons can make appointments when we transition to phase 3. The staff determined that the best hours for that would be Monday, Wednesday, Friday from 3-7pm and Saturday 9am-12pm. Changes to this schedule will be determined if required. Also discussion of selling transfer tickets, magazine subscriptions, and a tool lending library will be tabled until August.

Library patron, Jim Ludwig, addressed the meeting regarding his request to evaluate the physical building for needed repairs. The trustees will review his proposal and report back at August meeting.

Action Items

Eve will send warrant and payroll to Billie and then to Fern after which it will be emailed to Town Treasurer. Mariah continues to email newsletter to patrons. Carrie will send out list of job search descriptions for Library Director to other trustees. Eve will review the budget regarding salaries and health care recommendations for state and town employees. Mariah will pick up sneeze guard in Barre.

Next Virtual Meeting – August 10, 2020 at 7pm.

Library Reopening Plan

CONSIDERATIONS

- Dates for each phase
- Eve has offered her kindle for extra computer use on the porch (need and usage TBD)
- Outdoor programming (picnic story hour... everyone stays on their own blanket)
*Purchase of infrared thermometer
- Patrons need to use hand sanitizer when admitted into library
- Jean to stay in her office being at more of a risk
- Set up health checklist at doorway table
- outdoor performances such as Jools
- outdoor story hour

PHASE ONE

- Curbside Pickup Service
- See the curbside pickup plan for details. Jean returns to work with assistance from Ben and Mariah

PHASE TWO

- Staff Return to the Library
- Governor Scott lifts the Stay Home, Stay Safe Order
- Health logs ready for use

HOURS

Monday, Wed, Friday 9-12, 3-6, Saturday 9-12

STAFF

Staff follow State of Vermont Executive Department

1. Complete the temperature check and health checklist at the beginning of each shift.
2. Stay at least six feet from others.
3. Do not gather in groups.
4. Wear a mask when in the presence of others.
5. Wash hands frequently.
6. Do not touch your face.
7. Work at separate workstations, computers, and telephones.
8. When you finish at your workstation, wipe it down with Clorox wipes (including keyboard, desk, mouse, scanner, arms of the chair).
9. Kitchen appliances off limits during this phase

VOLUNTEERS

Library access as needed and with pre-approval.

MATERIALS

Book drop emptied at opening, with the returned materials placed in a quarantine room, staff label it with the date and time.

Staff sanitize and shelve materials after 72 hours.

Staff wash hands after handling the book drop and shelving.

PATRONS

None allowed in the library.

PROGRAMS

All programming is virtual. No onsite programming.

SERVICES

Online, telephone, and email. Curbside checkout.

SIGNAGE

Post state required sign (print and post signage from Mariah's email to Ben)

BOOK DONATIONS

None

PHASE THREE

Library Opens to Patrons by appointment during the hours of Monday morning 9-12, Wednesday and Friday afternoon 3-7 or Saturday morning 9-12 when both Mariah and Jean will be working

Library and town leadership determine when it is appropriate to open the library to limited in-person service based on health and safety criterion:

- sneeze guards in place (at circulation desk and at POS for used books)
- hand sanitizer stations in place
- signage in place at all entrances
- masks available for nominal fee for those who don't bring their own
- furniture and carpets rearranged/stored
- floor markings
- keyboard covers

Same as Phase Two, with these added:

PATRONS

Patrons to wear masks and use sanitizer

Patrons come in alone or in family units of twos, only. Parents can have a child with them as long as they stay together.

Keep a minimum of six feet between persons or family groups.. Limit library visit to 30 minutes.

Browse and checkout materials and usage of computers

Seating not allowed

No unaccompanied minors under age 12.

All toys and kids cushions put away

PROGRAMS

Virtual programs as well as outdoor programs with appropriate social distancing.

SERVICES

Curbside transactions to carry out, with reserved books put on a bench beside the library for pick up.

Copying and faxing by donation. We will not make change.

Interlibrary loans resume.

SIGNAGE

Library use guidelines/rules..

DONATIONS

Allow Kay to begin working and historical society to begin their work as well

Appointment only and limited number of people according to the total occupancy of the building guidelines

HISTORICAL SOCIETY

Since their occupancy effects total building occupancy, it is hoped that they will use the building during off hours

PHASE FOUR

Same as Phase Three, with more appointments available

PATRONS

Same as Phase three with the option to extend time as appointments allow Occupancy according to state guidelines

PHASE FIVE

Same as Phase Four, plus:

Library programs based on state occupancy guidelines and social distancing requirements. This may not be possible until a total return to normal operations.

PHASE SIX

Resume full service, no restrictions.

Programming and services fully resume. No restrictions to library visits.