

MONT VERNON LIBRARY TRUSTEE SPECIAL MEETING MINUTES —May 26, 2020

Attendees: Bonnie Angulas, Trustees: Cindy Raspiller, Jane King, Jill Weber

Meeting took place on zoom and was called to order at 7:30

Library Business

Preliminary conversation was regarding Bay State Forestry invoice. We already voted to pay it, and it will be paid out of the library study line in the library budget.

Jane moved that we accept the corrected April 21st minutes and Jill seconded. We voted to accept the minutes, On the May 19th minutes, there were a few minor corrections. Jane moved to accept the May 19th minutes as amended and Jill seconded. We voted to accept the minutes.

Reopening plan

Bonnie shared the link from the State Library which was very thorough, but much of what they recommended is impossible in our tiny space.

Phase 1 Plan / stay at home order in place

- Building closed to the public.
- Combined telework and single staffing in building.
- Complete inventory and remove deleted materials.
- Modify building interior
 - install original interior transition doors
 - clear front foyer shelving to be available for Curbside Materials
 - reopen quarantine area in basement
 - create cleaning station in reading room
- Secure Personal Protective Equipment for staff.
- Secure approved CDC approved cleaning supplies for building and disinfectants for materials.
- Open Dropbox for returns.
- Quarantine returned materials 72 hours in basement.
- Add Hoopla Digital and promote online library cards for access to virtual library.
- Add Zoom subscription to support virtual library programming and library meetings.
- Create and launch online registration through Readsquared for Summer Reading Program.
- Prepare Summer Reading Program Curbside Kits (100)
- Update Patron Behavior Policy to include mask wearing or limited numbers in the building.
- Update Employment Policy to include health checks of employees per shift and post new guidelines.

Phase 2 Plan / stay at home order lifted, phase 1 tasks completed

- Reopen Curbside Pick Up
- Library Hours Mon.-Friday 10-3, Sat. 10-1
- Main Entrance Only open to the public. Interior library space remains closed to public.
- Single staff/ reduced "open" hours
- Frontline Single Staff Schedule and Telework

- Health Checks for Staff
- Summer Reading Program Kit Curbside Pick Up
- Craft Day Curbside Pick Up Monday (June-August)
- Virtual programs/outdoor adult programs under 10
- No public meetings in building
- Health checks for staff with a self-check list

Curbside every day from 10-3 / Saturday 10-1

Mondays JoAnn will start her week with craft pickup

Frontline staffing where one person will be in the building during the time that curbside is open
JoAnn will do picture book bundles for kids.

Bonnie felt the staff could keep this going until August and we will reevaluate before Phase 3.

Meeting was adjourned at 9:30.

Next meeting is scheduled for Tuesday June 16th

Respectfully submitted by Jill Weber—Secretary