

## # 7. Memorial Library Board Minutes, June 23,2020

Members present: Susan Goodrich, Roxanna Miller, Tim Allard, Mary Finch,  
Director Candy Wilson, President Bill Fiske

Members absent: No one

Staff attending: Rose Fox

The meeting opened at 12:06. The agenda was read ; no changes noted. Bill moved to accept the minutes; Tim seconded. The minutes were read, and corrections made ( no inter library loaning, only first three letters of a patron's last name to be used on curbside service bags.)

=====Break in the agenda order=====

Rose spoke to the board to say that she wants to be able to answer any questions from the board concerning her work during the shutdown. As a result of the board's discussion with Rose all policies the board makes will be distributed in print to anyone affected by any change and will also be posted on the library's website. Additionally, the board agrees to schedule Rose's work hours across only two 8-hr. workdays during this time of change due to COVID-19.

=====Return to the agenda=====

(Rose said she was staying on-line in order to listen to the rest of the meeting) The board then continued with minutes and corrections:

Candy said she did spend \$65.00 on paper bags she ordered for use with curbside delivery. Bill moved to accept the minutes; Tim seconded. Minutes accepted.

### Treasurer's Report: Candy and Tim

- 1) Balance sheet
  - 2) Operating budget
    - No deposits made in May
    - \$5.78 donation from Amazon
    - Southern Tier foundation grant, \$1000 to use towards new computers
    - Savona Village approved an award of \$800 from the Jenny Foster Fund to use with the Summer Reading program.
    - Donations in memory of Mary Helen Joint have been coming in.
- Bill moved to accept the working budget. Tim seconded. Accepted.

### Old Business

- A. Friends Group
  - 1) No meeting due to Executive order 202.6
  - 2) Update on work for MHJMH—to be postponed
  - 3) Need new public computers before 2021
- B. Policies—Reopening the Library (will be posted on the website, on signs, on posters beside the back door)
  - 1) library setup: floors are marked for the 6ft. physical distance; one staff member will be upstairs and one will be downstairs, face masks mandatory. Any who can't wear a mask may use the curbside method of getting books.
  - 2) capacity is limited to 6 patrons at a time, with each one holding a counter
  - 3) use is limited to 30 minutes per day for the one computer that will be in use. Sign up by appointment only.
  - 4) If no one else wants to use the computer, the current patron could have their time extended for up to 30 additional minutes, but not to exceed one hour.
  - 5) The library has to provide PPE for all staff. The library will always have an unopened box of face masks Available.
  - 6) STLS will decide libraries' responsibility for any staff member tests positive for COVID 19.

C . Candy reported her completion of the NYS Department of Health's Forward Safety plan and Template, which has to be available at all times. The Board read this over with Candy at this meeting. This form will be revised as any state official requests.. Bill moved that we accept the Forward Safety Plan as completed; Tim seconded the motion. Accepted.

New Business

The Summer Reading program begins July 6. Rose and Candy have a video which they posted on the website and on Facebook. All activity will be virtual. Families will receive materials to use with their children. Children .will receive Books.

No other new Business

August 25 will be the next meeting.(Zoom or in person

This meeting adjourned at 1:52, per Bill's motion.

Respectfully submitted.

Roxanna E. Miller