

Cobleigh Public Library Trustees' Meeting

Date: May 28, 2020 **Time:** 6:00 p.m.

Attending: Cindy Karasinski, Hilary Adams, Jessica Simpson, Jan Wade, Jeanne Laughton, Lorrie Mawhinney

Minutes: Lorrie moved to approve April's minutes and Jeanne seconded. Minutes were approved.

Treasurer's Report: There has been some extra money in the budget because the library is closed due to the COVID-19 pandemic. Trustees wondered if some of that money could be used for cleaning supplies once the library re-opens with required safety protocols.

Librarian's Report:

- The state has allowed libraries to re-open June 1st but Cobleigh will not open until required protocols can be put into place.
- Staff is still working on a staggered schedule.
- Due to safety and cleaning protocols, library tasks are taking three times as long.
- It is time for the annual appeal letter for Book Mobile fundraising. Despite the struggling economy, trustees would like to proceed with the letter, asking David Martin to write it.
- The White Market will sponsor a "round up" fundraiser for the Library in August. Proceeds may be lower than anticipated, since shoppers are being encouraged to only come in once a week.

New Business:

Re-Opening: Cindy is working on a plan for re-opening. She would like to do it in phases: First, a staff orientation. Next, appointments for seniors to visit. Then, a gradual return of library patrons. There will be a limit of ten staff and patrons in the library at all times, and sections may be closed off to reduce lingering. All patrons will be required to wear masks. Staff will need to wear masks and do daily health checks. There was some discussion about whether staff temperatures need to be taken. The town has stated that they do, but this conflicts with information we received from the state. Staff may be able to self-check.

There will need to be a procedure for how books are returned, including a quarantine in the Vermont Room. A more thorough and more frequent cleaning routine needs to be established, and supplies will need to be purchased as well. Cindy would like at least a couple of weeks to work on this plan, so trustees have agreed to meet before re-opening to review the details.

Re-opening planning meeting: Thursday, June 11th OR June 18th at 6:00 p.m.

Regular Trustee meeting: Thursday, June 25th at 6:00 p.m.

Meeting adjourned at 7:15 pm. Jess moved to adjourn, Hilary seconded.

Respectfully submitted, Jessica Simpson