

Attending: Gretchen Bittner, Molly Veysey, Judith Jackson, Phillis Mosher, Laurie Greene, Robin Kay

- Meeting was called to order at 10:30 AM
- Additions and Deletions
 - Signs on the common – concerns about some signs falling down and difficulty for lawn mowing
 - Discussion and decision to move the signs to the back of the baseball backstop fence
 - Gretchen, Phillis, and Robin will remove signs and stakes and rehang them
 - Cleaning of library – discussed along with the opening of library discussion
 - Gretchen advised that the Efficiency VT project is moving forward. Kurt Laber will be coming to the library to do testing re insulation; getting new windows is looking like a go also.
- Thanks to Margie Morley to her service on the library board
 - Judith read Margie’s letter of resignation
 - Acknowledged Margie’s contribution and that she will be missed
- Discussion of Library re-opening plan
 - All agreed the library should reopen
 - Robin shared from VT Department of Libraries Considerations for Reopening
“Libraries with 10 or more employees are required to have a written reopening plan” ...
seeing as we have only one employee, a written plan is not required.
However, we will follow all guidelines and safety measures prior to opening.
 - Signs to be posted on door:
 - No public bathroom (agreed it is not feasible for Collette to sanitize after public use)
 - If you have symptoms, do not enter
 - Temporary Occupancy – three people or one family
 - Temporary Time Limit – 15 minutes
 - Sanitize upon entering; encourage wearing a mask – ask the librarian if you need one
 - Post opening on Town Sign
 - July 1
 - New hours: MWT 3 – 6 and Sat 10 – 1
 - Curbside option call 754- ... **(IF this is something Collette feels is an option)**
 - Remove toys from inside the library ... for the time being
 - Collette to maintain a “contact tracing log”
 - Collette (and anyone who works there) is to complete a health survey and temperature form prior to working each shift
 - Phillis is loaning her digital thermometer until library’s is received from their order
 - Offer curbside option – Laurie will talk with Collette about this
 - Book check out procedure – move table to distance Collette’s desk
 - Laurie will talk with Collette regarding procedure

- Procedure for safe handling of returned books
 - Robin will drop off 5 styrofoam containers
 - Containers to be labeled Day 1, Day 2, Day 3 etc.
 - the date of the day should also be noted
 - Books should remain in container for four days before being processed and returned to shelves
 - Cleaning of library – discussion re Collette doing this during her working hours
 - Laurie will discuss this with Collette
 - Collette and Laurie (and anyone who will be working at the library) need to complete the VOSHA online training and the certification that this training was done.
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- Approve Expense/Revenue Report
 - Expense report signed
 - Date set for July meeting ... July 14, 2020 at 10:30 AM
 - Meeting ended at 12:00 PM
 - Minutes submitted by Robin Kay

NOTE: All attendees wore face masks, were seated at least six feet apart and sanitized hands upon entering.