

## **Library minutes**

**6.25.2020**

### **Back at the library, socially-distanced.**

7:12pm Bob, Gina, Jeanne, JoAnn, Helen, Susan, Patsy, Belinda

**Minutes:** Susan/Belinda

#### **Treasurer's Report:**

- The town has paid its part of the bill but we haven't heard anything from the village.
- The MVLS award given to Gina comes with \$200 to be spent on books or DVDs.
- Agreed to change debit card to a credit card. (Patsy/Jeanne).

Some discussion on the gazebo project with Bob and Lora named to a committee for it. We have \$1,680 in the fund for it. Also \$19,000 in the Building Fund. Should we look into library construction grants?

#### **Director's Report:**

Helen went through our reopening plan and NYS safety plan, which prompted a long discussion.

We've begun curbside service and expect to begin letting patrons back in the building mid-July once we have safety supplies in hand. (see attached).

We celebrated almost-opening by installing the air conditioners and moving/covering some of the tables.

Adjourned 8:50pm.

## **Director's Report**

### **June 2020 (through June 28)**

I have attached copies of our Reopening Business Plan and a completed NY Forward Safety Plan. On June 11, I submitted an official attestation regarding this New York State Forward plan. These two plans explain how operations should be conducted for the foreseeable future.

We have a supply of hand sanitizer from the Schoharie County Emergency Services' offices. They will replenish that as needed. We have purchased face shields, keyboard covers and are hoping to get a supply (500) of masks from the Catskill Center for Independence which we will share with the Community Library in Cobleskill. We have a sign in sheet near the door. Anyone who will be in the library for more than a few minutes should sign in attesting to the fact that they have none of the symptoms listed. The sign in sheet must be monitored. I provided a sheet for the election staffers using the community room 6/23, but the Town has also been using it for meetings.

We have begun curbside service (very slowly), and MVLS is delivering and picking up books that have been in limbo. We are able to fill holds only from our own shelves at the moment. We expect the next steps will be for circulation among all libraries to start (we currently have over 70 holds requested by other libraries that we can't fill) to have limited browsing (probably sometime in July) and to consider returning to programming with social distancing sometime in the fall. The summer reading program has an online system for ordering books and keeping track of reading. That will be posted on our Facebook page and blog site.

Books from the Drop Box are quarantined for three days. We have purchased bins and dump the drop box items into a bin each day and label it with the date. A study conducted by the Reopening Archives, Libraries and Museums (REALM) Project concluded that three days was an appropriate length of time for safe handling of books and dvd cases.

#### **This is Our Currently Publicized Status (Times Journal/FB/Blog)**

Please feel free to request anything from our collection to be picked up through our new "Curbside Service." We will check materials out to you and make arrangements to place them in the lobby when you are ready to pick them up. In the Public Access Catalog, be sure you look at the "Availability" tab to request these items from Sharon Springs. Items from other libraries are not yet being circulated, but we expect they will be very soon. If you can't access the online system, you can call us to request an item.

We have purchased a new phone to facilitate phone orders and messages are much more intelligible now.

The 20<sup>th</sup> Century Club has inquired about the Community Room as of September. We need to decide whether we are going to open it and if so, who will keep track of the people using it and who will be responsible for cleaning it.

We continue to clean out the office. Gina has filed all minutes of board meetings (through 2014) and all annual reports in individually labeled files by year in one of the file cabinets in the office. The drawers are labeled. Gina drilled out the locked cabinet door and Jeanne took it to metal day at the transfer station. There is a good deal more to do in there.

Three Sharon Springs Rotarians came one Saturday morning and took away the giant screen TV.

JoAnn has packed up the toys. When we can have story time again is an unknown. We have covered the water fountain and labeled one bathroom for staff only and made the other available by request (once we start letting people in again) since we will have to clean it after each use. We will be cleaning door handles and commonly touched surfaces every day.

I have reached out to Joyce Slater who continues to want to work with us but will not be available for some time. Alivia is leaving shortly, so JoAnn and I will be the only staff until Joyce can return. She was not finished training at the time we closed.

Tracey has cleaned and painted the bookshelves in the lobby and will be working on cleaning the front door area again. Books from those shelves have been packed up for the giveaway.