



Whitingham Free Public Library
P.O. Box 500
Jacksonville, VT 05342

July 8, 2020 – Draft minutes

Board of trustees meeting with social distancing and masks required.

6:05 PM Call to order

In attendance Tyler Colford, Helen Krzeminski, Catherine Bell, Edie Brigham, Kristine Sweeter, Lois Lapointe and Gina Depaolis

No public comments

Edie made a motion to accept June Minutes as presented, Cathy Bell 2nd, all were in favor.

Sneeze guard and sanitizer to be picked up from Department of Libraries on July 21, 2020. Library can re open after guard is installed.

Kristine discussed Dover and Pettee Library reopening schedule and took their size into consideration to implement a re-opening schedule for Whitingham Free Public Library

We will continue to quarantine books as we have been doing. Drop box is closed.

Kristine recommended adding fans, taping directional markings on floor, not allowing laptops and allowing for patrons to make appointments

Schedule was decided as follows: Kristine 10-4 Mondays, Gina 2-7 on Wednesdays and Louis 10-4 on Thursdays. Curbside pickup will be available on Saturdays 11-2 until Director determines that Saturdays can be open for public if demand warrants.

Edie made a motion to accept Re-opening – Allowing Public Inside Library Building guidelines with amendments, Helen seconded the motion. All were in favor.

Catherine made a motion to approve appointment of only 1 Library Trustee to approve checks sent to Town Treasure for a period until September 2, 2020, which will be re-evaluated at that time. Edie seconded the motion. All were in favor

No Open Mic Nights until further notice.

Movie night layout and set up was discussed with concentration on traffic flow and patterns.

Edie made a motion to adjourn at 6:47 PM, Catherine seconded the motion. All were in favor

Next Meeting Wednesday September 2, 2020 6pm

Submitted

Helen Krzeminski

Librarian's Report

Kristine Sweeter

July 8, 2020

❖ Staff

Kristine – continuing working from home and some in library, monitoring and following state orders, daily assisting patrons, calling patrons, researching and sharing online resources in multiple medias, obtaining new resources, creating pandemic re-opening policies, taking measures to meet state guidelines, preparing and submitting bills and payroll, collection development, placing orders, other administrative duties, checking in with staff, town clerk, select board, town book keeper and library trustees. Kristine will cover Lois's shifts as needed, and drive-in movie nights.

Lois- working 2-3 days in library, connecting with patrons, collecting mail, processing books, preparing orders for pick-up, quarantining and disinfecting and shelving returns.

Gina – summer planning, picked up/delivered Halifax flyers. Gina will Saturdays and Drive-in movies.

❖ Physical Reopening

-Re-opening to allow patrons inside the library – policy review and approval

Section 8.4 Indoor Arts, Culture and Entertainment

- EFFECTIVE JUNE 26th: Organizations may allow 50 percent of fire occupancy or 1 person per 100 square feet, with a maximum of 75 people indoors and 150 people outdoors.

VT Dept. Libraries:

- We shared with you on Tuesday that the first findings released by the [REALM study](#) this week, determined that “the virus SARS-CoV-2 that causes COVID-19 is not detectable on five common library materials after three days.” At the same time, we were alerted to ACCD guidance for [senior centers](#) (p 9) also recommending a three-day quarantine period for books. This guidance was established by State Epidemiologist for Infectious Disease Patsy Kelso.

Director's Recommendations' :

- At only 1680sq ft, with shelving, circulation desk, computers, tables, etc. our space is very limited my recommendation at this time is to allow 4 patrons plus 1 staff at a time by appointment. (in reopening policy)
- When additional sneeze guard is installed re-opening policy to allow patrons inside the library will take effect

❖ Programming

-Carter Stanley Blue Grass musician program reschedule for October
-Summer reading – 24 kids registered!! 20% increase.
-drive-in movies 7/23, 8/6, 8/20

❖ Equipment / maintenance

- Still waiting for free sneeze guard and 1 gallon hand sanitizer from VTLib