

WILLIAMSTOWN LIBRARY

BOARD MEETING MINUTES - JUNE 9, 2020

Meeting called to order at 6:00pm with all in attendance with the exception of Jody Hunt. Hope Hart, library volunteer also in attendance.

Minutes of the previous meeting were approved as read, with motions by Jean Farmer and Alice Trumble. Motion carried.

Treasurer's report was accepted as presented with Cherie Tietjen and Sue Billington making the motions. Motion carried.

Motion made to accept the purchase of a camera and microphone for the office computer was made by Terry DeMassey and seconded by Cindy Arquette. The director will be using this computer for the NCLS Zoom meetings.

Sue Billington and Jean Farmer made motions to approve paying \$50 dollars to join a group of 20 libraries for the Story Time with Reggie Carpenter done on the computer.

We will be starting Curbside pick-up for patrons on Monday, June 15th. We will be open regular hours for this service. Details are posted in several places for the public to be informed of this procedure.

The library has in place all the PPE needed for the staff protection and all the cleaning supplies we need. A plexiglass barrier will be put in place by the time we are opened once again to the public.

A **Resolution** was presented to the Library Board allowing the Director to close the library in any Emergency situation without the prior approval of the board. Motions made by Alice Trumble and Jean Farmer. Motion carried.

Several policies and resolutions are needed before we can re-open the library once again.

Resolutions presented and voted on during the meeting :

Library Curbside Pickup Policy

Motion made by: Alice Trumble

Seconded by: Cindy Arquette

Motion carried

Williamstown Library Policy Modifications

Motion made by: Cherie Tietjen

Seconded by: Jean Farmer

Motion carried

Pandemic Emergency Closure Policy

Motion made by: Cindy Arquette

Seconded by: Sue Billington

Motion carried

Infectious Disease Policy

Motion made by: Jean Farmer

Seconded by: Cherie Tietjen

Motion carried

Pandemic / Leave Policy

Motion made by: Alice Trumble

Seconded by: Sue Billington

Motion carried

Patron Safety Practice Policy

Motion made by: Tami Trumble

Seconded by: Cindy Arquette

Motion carried

Whereas, The Williamstown Library, shall reopen to operate and provide services to its Community. Now, therefore, be it resolved that the Board of Trustees of the Williamstown Library authorize the library to reopen in accordance to NY Forward Reopening Guidelines on Monday, June 15, with curbside pickup and drop off service only. The library will open with 50% staff capacity and will modify services according to staffing levels and safety guidelines provided by the State and local health departments.

Volunteers and staff are aware of all procedures and will have guidance in the re-opening of the library,
Volunteers and staff are aware of cleaning procedures that need to be performed daily,

Next meeting will be held July 14, 2020, at 6:00pm in the Community Room.

Meeting adjourned at 7:20pm with Alice Trumble and Sue Billington making the motions. Motion carried.

Respectfully submitted,

Terry DeMassey

Secretary