**Had Wolcott Public Library**

**Board of Trustees Meeting**

**June 17, 2020**

**Board Members Present:** Bob Reed, Steve Monroe, Bobby-Jo Mendenhall, Deb Hodgson, Ginny Keenan, Director- Dottie Patt

Excused: Terry Van Fleet, Bookkeeper-Kristl Spalding

**Call to order** – The meeting was called to order at 6:37 pm.

**Approval of Prior Meeting Minutes** – The May meeting minutes were reviewed and approved.

**Treasurer’s Report** – The May financial report including the detail of the expenditures was reviewed and approved.

**Circulation report** - The circulation report for electronic circulation for May was reviewed and approved. There was no hard cover circulation during May due to the library being closed due to COVID-19.

**Library Manager Report**:

**Carpet cleaning** – The carpet and furniture has been cleaned.

**Landscaping –** The garden has been weeded and cleaned up.

**2020 Proposition –** Dottie reported she has heard that the 2020 library proposition passed increasing the library’s budget by $8,000.

**Old Business**

**Second signer for checks –** Now that the bank lobby is open again, Dottie, Steve and Bob will go to the Lyons Bank and get a second signer set up for library checks.

**Library Re-opening Plan** – The Board members discussed the re-opening plan. Dottie will contact the Pioneer Library System IT Department to see what they can do about moving the library’s computers so they are at least 6 feet apart per the CDC guidelines.

- The library will resume services and let the patrons come in to the library when the state gives the approval for Phase 4 for our region. This is anticipated to be June 30th. Library community programs and story hour however, will not resume due to COVID-19 until such time as these are considered safe to do.

- Bob recommended Dottie can contact Otis and/or Lynn Chatfield for help on guidance regarding re-opening.

- Dottie will work on purchasing computer keyboard covers by searching on Amazon. Hand sanitizer and masks will be available.

**New Business**

**Library Policies -** The following new policies for the library under COVID-19 were reviewed and discussed. Bob made a motion and it was seconded by Debbie to approve all of the following policies. Motion carried.

* + 1. Library Reopening Plan
    2. Quarantining Library Materials Plan
    3. Employee Health Screening Policy & Daily Health screening log
    4. PPE Policy
    5. Sanitizing electronic devices
    6. Contact Tracing Policy
    7. Pandemic Illness policy

**Other –** It was reported that the Wolcott Public Library Construction Grant applied for last year for upgrading all of the library lighting to more efficient LED lighting has been approved. The library will receive the $3,306 to pay for the entire cost of the project.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, July 15, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:10 pm.

Respectfully submitted,

Ginny Keenan

Board Secretary