

Trustee Meeting Notes

Date: 5/4/20

Attending: Virtual meeting via Webex: Lynn, Robin, Elena and Denise

- Announcements: Denise gave summary of past month, she and Judy are working from home. They are keeping in touch with patrons via email and phone.
- Date of next meeting: TBD
- Programming: SRP to look different this year. Judy is planning to create “grab and go” craft kits and look into creating remote programming such as a scavenger hunt. There is a possibility to do small group story time as well. This will be a fluid situation, planning will be based on the situation of the town at the time.
- Other business:
 - *Denise is ordering books in anticipation of patrons looking for new material.
 - *Denise is virtually attending Hillstown/ Small library directors meetings to gather and share information about how to move forward and open the library again. We discussed a phased reopening, using curbside pickup and a modified check out process. Included in that is staff and patrons wearing face masks and cleaning surfaces at regular intervals during the day.
 - *Denise will look into: 1.What role the town will play in a cleaning service as well as ordering disinfecting supplies to be used at the library. 2. What is the building capacity in order to determine a safe number of occupants to practice social distancing. 3.How to be included in the chain of command briefings/informational emails in order to have relevant information for reopening plans. 4. Look into how to set up Library World to allow patrons to remotely check on our catalog.
 - *Denise will continue to update the trustees via email on any progress, plans or concerns as we move to phase a reopen since this is the most effective mode of communication at this point.
 - *For the future we will explore the financial feasibility of adding digital content.
- Adjournment: 7:35pm