

Minutes of Lee Public Library Board of Trustees Meeting
Wednesday, June 10, 2020
at 5:30 pm Eastern time via Zoom

Meeting ID: 4764520503

Password: 675752

Or via Telephone

Call: 1-646-558-8656

Attendance: Cammy Knightly, Annamarie Gasowski, Peg Dolan, Katrinka Pellecchia, Tom Coakley, Deborah Schanda, Ruth Eifert - Library Director

Meeting called to order at 5:36pm.

Approval/additions to the agenda: No additions to tonight's agenda.

Minutes of previous meeting: May 13, 2020. Motion to accept. Katrinka/Annamarie. Roll call vote. All in favor. PASSED.

Treasurer's Report: Balances as of May 31 -

Operations: \$10,182.46

Non-lapsing: \$5309.49

CD: \$6922.68

Invoice from SMP: \$4,985 for May

Motion to accept the report: Annamarie/Peg. Roll call vote. All in favor. PASSED.

Library Director's Report:

Status of Library during COVID-19

Statistics /circulation data: The statistics show that the library had a booming month, however most of these checkouts were renewals due to COVID-19. There were approximately 700 check outs from curbside in the month of May. Two new patrons this month. Michelle has been on top of renewals.

Report on programs: book group and summer reading: Summer reading is supposed to kick off next week. There should be the very first virtual meeting the second week of June. Judy posted on the Library Facebook about the summer reading program and what the schedule between Lee, Madbury, and Durham libraries regarding virtual readings. Based on

parents' reactions, many would prefer limited screen involvement, and pre-recorded videos so that they can fit it into their schedule versus having to check in, and they would rather check out books to read.

Judy is working on the registrations for this. They are hoping to set up times to have a table outside of the library for registrations, pick up arts and crafts packets, and incentive gifts. By having the table, it makes it so that the summer reading program is not dependent on entering the building because when reopening, if there is a limit of people allowed in the building, it could create issues if a parent comes in with multiple children plus the number of employees already in the building, it could quickly exceed the number of allowed people in the building.

Reopening Plan and communication with town health officers: Ruth attended the Board of Selectman Zoom meeting regarding the reopening of town buildings. The department is going to look at property across the street from Sunny's to move into to accommodate the needs of the town, as it has already been broken down into offices and has several bathrooms. Julie is going to see if the town could work on renting the building on a monthly basis for town offices. Ruth spoke with Caren regarding reopening the Library. She stated that we needed to follow CDC recommendations. Ruth modified the guidelines to reflect our particular situation (Trustees as employers, employees as employees). The fire chief said that the first-floor total area is 30 people and the downstairs total area is 17 people. The back-stack area total is 9 people, the children's area is 12 people, and the schoolhouse area is 9 people. We need to function at 50% capacity. When we are functioning at normal restrictions, we average 9-10 patrons per hour plus 2 staff. It would be easy enough to say 4 people in the stacks, 4 in the children's area, and 2 in the schoolhouse portion. Ruth's recommendation is 8 patrons with 2 staff, with a time limit of 15-20 minutes with a top of 30 minutes, and if you needed to use the computer, 30 minutes per person per day. Peg asked how staff is going to stay 6 feet away from patrons. Ruth said that if Ruth and Michelle are in together, they can easily remain at least 8 feet apart, but the problem is with Judy's desk, a solution they considered was moving Judy's desk into the schoolhouse portion and allotting enough space for people to pass to get to computers or the bathroom. Judy would have a scanner at her desk and Michelle has a scanner at her desk, this way they can have their own scanners to check out patrons without having to sanitize the scanners after each use.

Ruth has purchased a UV sanitizer that sanitizes surfaces with just 5 swipes, and she has also purchased more sanitizing wipes for the circulation desk countertop. Ruth also showed pictures of what she did in the library to maintain physical distancing guidelines, this

includes arrows for what direction they need to walk around in the library and between stacks, as well as X's on the floor for where they need to stand at the book drop and circulation desk to maintain 6 feet distance. There is a glass window now over the circulation desk so you can slide something under the window to the staff member, but this protects both patrons and staff from possible airborne contagions.

Ruth would really like to see us reopening by June 16 or June 22. The staff is ready to open whenever we can, it depends on the governor's stay-at-home orders. They also would like to resume the usual operating hours. The staff will be screening for fevers of 100.1F and have a questionnaire before coming to work. They bought 4 gallons of hand sanitizer. The fire chief suggested we make masks available, so we have 100 masks available to give out. There are 3 hands-free sanitizing areas. They haven't discussed contact tracing because of privacy issues.

The public bathroom is not open unless for emergency because of the sanitization required after every use. Each staff member has their own sanitizer. A discussion regarding masks and whether or not to mandate them occurred. All children's toys and soft seating is being removed to discourage people from spending too long in the library. Reviewed staff guidelines. We discussed starting with a soft opening on June 15, 2020 with slightly revised hours. Motion to proceed with opening. Katrinka/Peg. Roll call vote. All in favor. PASSED.

Donations accepted in memory of Kathie Leitz:

\$1720 in the first wave of donations, \$825 in the second wave of donations

Other donations:

\$50 in memory of another book club member

\$150 from Jaimee Rudman for Summer Reading projects

\$2595 in memorial gifts

\$150 in regular gifts

Motion to accept these gifts. Katrinka/Annamarie. Roll call vote. All in favor. PASSED.

Next meeting scheduled with SMP 6/17/20

Next regular Trustees meeting 7/8/20

Motion to adjourn at 7:00pm. Cammy/Peg. All in favor. PASSED.