

Round Lake Library Board of Trustees Meeting

May 31 2020

Special Meeting Zoom Teleconference

Trustees Present: Nancy Theissen, Lydia Hoffman, Lance Spallholz, Sue Lesar, Stacey Thayer, Diane Marchand, Courtney Graham

Associate Trustees Present: Lorrie Anthony, Angela DeMeritt, Steve Ames

Excused: None

Absent: None

Director: Jennifer Hurd

Public: None

Call to Order: The meeting was called to order by Nancy Theissen at 7:06pm.

This meeting is called to review the policies/procedures for operation of the library in the midst of the novel coronavirus pandemic. Government municipality libraries have been given the green light to open under retail (phase 2) guidelines though, initially, association libraries could not. NYLA advocated for association libraries, and it was concluded that our library can reopen for curbside pickup, adhering to all phase 2 guidelines applicable to retail establishments. Staff for the Round Lake Library agree that curbside library services (limited staff within library) should commence. Other SALS libraries have decided to begin curbside service on June 22nd. In order to do so, staff would have to be allowed to return to the building to prepare for a continuation of services—the proposed return for staff is June 8th. Jennifer has ensured that the library and staff have PPE, cleaners and hand sanitizer.

At this time, services will only include in-house items for the two Round Lake buildings—no exchange of items between libraries—the only exception within SALS being the exchange of materials between Clark House and the Malta Branch of Round Lake—no public within buildings, and limited hours for staff. Staff would work on a rotating, staggered schedule, with some hours in the library building, and some from home, allowing for social distancing of staff members. Protocols for cleaning work stations and sanitizing/quarantining materials have been developed and will be followed. Additionally, protocols have been developed for safe check in/ check out of materials that will limit contact between patrons and staff. Many guidelines come directly from SALS and the New York State guidelines *copies attached.

As the board of trustees voted to close the library in compliance with stay-at-home orders per the novel coronavirus, Board approval is needed for reopening. Lorrie Anthony made a motion

to approve the phase one reopening plan to allow staff to return to the building, beginning on June 8th. The motion was seconded by Lance Spallholz, and unanimously approved.

The meeting was adjourned at 7:39pm.