

## *Jacob Edwards Library*

### **Minutes of May 26, 2020**

The Library Trustee meeting of May 26, 2020 began at 12:04 PM. The meeting was held online via GoToMeeting. Present at the meeting of were Trustees Beth Cournoyer, Mel Blake, Gary Bridgman, Jim Dyer, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the February 2020 meeting were read. Dick Whitney motioned to approve the minutes, Gary Bridgman seconded. So voted.

At this time, Margaret Morrissey discussed the impact that the coronavirus is having on the Library. There are currently three employees working at the Library. Margaret discussed the possibility of curbside pickup of Library books beginning on June 8, 2020. At that time, additional employees would be needed to facilitate curbside pickup. Self-checkout has been installed at the Library as well as plexiglass. Employees will have temperature checks to make sure they do not have a fever. Books will be returned via outside book return only. Bins, masks and gloves will be provided. There is a ten item limit per transaction. Margaret would like all full time employees to return to the Library by June 1, 2020. Three employees will concentrate on curbside pickup and three will concentrate on policy/procedure. Margaret explained to the Trustees that most of the surrounding libraries are also opening with curbside pickup around June 8 and that it was important for Jacob Edwards Library to do the same so that no town library was overwhelmed with another town's patrons. Jim Dyer made a motion to support the draft opening plan as written with curbside pickup to begin on June 8, 2020 and limited access opening of the Library to begin on July 6, 2020 with the understanding that there may be modifications. Mel Blake seconded. So voted.

Financial Report - There was no financial report at this time.

Chairman's Report - There was no chairman's report at this time.

Director's Report - There was no director's report at this time. Margaret noted that the FY '21 Capital Budget is \$540,772 and that the MAR is \$540,712. The materials budget is \$81,100 and a \$40,000 contribution from the Trustees will allow the Library to meet the MAR.

Beth Cournoyer made a motion to adjourn, Jim Dyer seconded. So voted. The meeting ended at 1:10 PM. The next meeting will be held on June 23, 2020 at 12:00 PM via online format.

Approved June 23, 2020 online