

Haxton Memorial Library
Board of Trustees Meeting via Zoom
May 13, 2020

PRESENT: Kim Gibson, Carol D'Alba, Denise Dimatteo, Dan Groth, Jessica Baker, Carol Glor (representing the Town of Oakfield)

Meeting called to order at 7:05 pm

APPROVAL OF SECRETARY'S REPORT: No secretary's report for April due to quarantine.

TREASURER'S REPORT: April month end report shows \$106,170.52 in checking. \$36,310.66 in savings. Bills for May total \$3,187.19. Motion by Carol D'Alba to approve treasurer's report and payment of bills. Denise Dimatteo second. All in favor. Motion carried with caveat that paper bills will be signed for April and May once the quarantine lifts.

MANAGER'S REPORT: As submitted by Kim Gibson, Library Manager, and on file at the library office. The report highlights attendance for programs throughout the month and various meetings attended in support of the library.

OLD BUSINESS

- UPDATE ON PANDEMIC: Kim Gibson has been cleaning out book drop/checking in books twice a week at library. Vicki Carroll comes in to reshelve books. Kathy Engle comes in to do a deep clean of different sections of the library. All three employees use best quarantine practices and come in on separate days.

NEW BUSINESS

- REOPENING PLAN: Still unsure during which phase the library will be allowed to open. When allowed to resume services, the library will begin with curbside service. Staff will follow regular working hours. A simplified description of each phase will be available for patrons as the library moves forward with each one.
 - SUPPLIES: Kim tallied supplies already in library. We do have a good start on supplies. Additional supplies available to be purchased at Oakfield Dollar General if needed. Kim will check on a hands free hand sanitizer station.
 - SNEEZE GUARD: 1 Sneeze guard ordered through Robbs Glass on 5/4/2020 for \$170. Should be ready for installation between 5/18 – 5/20 2020.
 - VOTE TO APPROVE PLAN: Plan emailed 4/30/2020 to board members for review. Motion to approve reopening plan by Carol D'Alba with second by Dan Groth. All in favor. Motion carried barring any new mandates from the state.
 - POLICY FOR MASK WEARING: Kim will place sign on doors notifying patrons that masks are required. If patrons do not follow mask protocol, they will be asked to leave. If they refuse, the police will be called. This policy will be added to the plan for reopening.

- **PHONE CONFERENCE WITH NIOGA (5/6/20):** Tom Bindeman (Director of Nioga) wants all Nioga libraries to follow similar opening schedules and policies.
- **SUMMER READING PROGRAM:** Possibly move activities and reading logs online through Facebook or another platform. Kim Gibson will check with Richmond Library on how they logged reading online. Another option is biblionasium.com Jessica Baker will check on whether or not this site is free and a viable option.

NEXT MEETING: June 10th at 7 pm.

Meeting adjourned at 8:14 PM.