

03.14.20 Moretown Library Trustee
Approved

March 14, 2020 Moretown Library Trustee
Meeting Minutes
1:30-2:15 pm
Temporary space : Town Hall

Approved

In attendance: Jamie Wimble, Michelle Beard, Emily Wood, Cory Stephenson

1:40 Call to order

1:41 Discuss emergency protocols for the COVID 19 pandemic

- 3 new cases identified in the stated
- Jason Broughton, state librarian, sent out announcement with best practices regarding libraries
- What are the other valley libraries doing?
 - Joslin:
 - Suspending activities
 - Volunteers suspended
 - Open contingent on school closings
 - Warren:
 - Wiping down everything
 - Cancel all programs until April 1st
 - Suspend volunteers
 - Assistant position has the option to go on leave
 - Will close if schools do
 - Thinking of possibly delivering to patrons
 - If closed, staff will do: book delivery, admin duties, deep clean of library, read books
- Our emergency binder doesn't cover this kind of emergency
- We should be consistent with valley libraries
- Spell out cleaning routine
- Provide curbside pickup
- Ask our volunteer who helps home bound her availability and comfort level of continuing service.
- What do we do about books?
 - Can wipe down book covers but not pages
 - Don't reshelve or circulate for 3 days
 - Our hours already leave time in between days to allow for this time
- We should close to the public if schools are also closed
- Good to stay open but with more cleaning for now

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- Should we get Megan to clean more?
- Programs -need to cancel until further notice
- Need to offer the option to pick up at the curb instead of coming into the building even if we are still open.
- Gives the public message that we are still here to help even if we cannot run under normal conditions
- Kids on Tuesdays still can come but just be sure to clean after
- Add signage - wash hands & curb side option
- Send out message via Valley Reporter, Facebook, Front Porch Forum, and possibly a mass email to patrons.
- If town closes, should we? No, we will close only if schools close.
- If we closed, what should Cory do?
 - There are a variety of other library duties that Cory can attend to similar to the list Warren created as well as offer curbside pick up
- Because information on COVID 19 is changing day to day we can reevaluate on Thursdays regularly schedule trustees meeting
- Cleaning Protocol: wipe down all surfaces including door knobs, handrails, water cooler, sink faucets, computers, phone.
- Let patrons know that if they are feeling sick they should keep their books and not worry about overdues.
- Put all toys away.
- Emily will bring in alcohol wipes for computers
- Michelle brought in a bottle of fantastic.

Recap of our emergency plan:

- Cleaning Protocol: wipe down all surfaces including door knobs, handrails, water cooler, sink faucets, computers, phone.
- Offer curbside pick up
- All programs closed until further notice
- Let patrons know that if they are feeling sick they should keep their books and not worry about overdues.
- Put all toys away.
- Close if schools close
- Message out to the community about library plan
- If closed, Cory will still work her hours on other tasks
- We will re-evaluate at Thursday's meeting

Adjourn 2:10