

Pillsbury Free Library Board of Trustees
Thursday May 14th 2020 Meeting Minutes - FINAL

Present: Michael Simon, James Zablocki, Teresa Hathaway, Rhonda St. James Tom Heise
Library Director: Nancy Ladd;
Absent: David Bates, Sherry Colfer, Judy Pellettieri, Ralph Parsons
Guests: no guests present

Meeting began at [6:04] PM

This meeting was called to discuss and approve the re-starting of the curbside pick-up of library materials

1. Task Force Report: from May 4th and May 7th

-After discussing the mission of the task force, reviewing the current state of the pandemic and some of the guidance from health agencies the Task Force felt comfortable in starting the re-starting of library services to with the curbside pick up of Library materials. Opening of the Library to the public and in-person services would not be considered at this point. Bullet points for the curbside program were drafted as follows:

Phase 1

- Curbside pick up of items requested via phone or online,
- Items to be packed up and quarantined for 3 days in paper bags or corrugated boxes.
- Items returned are also quarantined for 3 days and then wiped off.)
- Staff members will wear gloves to handle and wash returned materials and then Wash their hands when finished.
- Staff will wear masks and gloves to deliver materials to the curb or table
- Customers will be notified of pick up time and location (Depot St entrance) and asked to call when they arrive and are parked

Library staff have expressed their readiness to restart curbside delivery of materials. There are enough staff to handle this program. The library currently has enough supplies (cleaning supplies and bags, boxes, masks and gloves) to handle this program.

3. Board discussion

Motion to open for curbside pickup during the week of May18th at the discretion of the Library Director.

Note: this is subject to change due to changing conditions

Motion: Michael Simon Seconded: James Zablocki Passed

The board discussed some minor changes to the bullets, including deleting the term "Phase 1".

Final Wording

CURBSIDE or at the door pick up of Library materials that have been requested via phone or online

Processes and safety procedures

- Items will be packed up in paper bags or corrugated boxes.
- Customers will be notified of pick up time and location at the Depot St entrance and asked to call when they arrive
- Customers will also be notified to wear masks when receiving their materials
- Staff will wear masks and gloves to deliver materials to curbside or table outside the door

- Customers will also be informed that they can only return their items to the outside book drop at the Depot St entrance. Returned items will NOT be handed to staff
- Items will be returned in book drop only and will be quarantined for 3 days and then wiped off. Staff will wear gloves to handle the quarantined books and to wipe them off

Staffing

- Library staff have expressed their readiness to restart curbside delivery of materials
- There are enough staff to handle this program
- The library currently has enough supplies (cleaning supplies and bags, boxes, masks and gloves) to handle this program

Motion to Approve the Curbside pick up program, processes and start date as ammended

Motion: James Zablocki Second : Michael Simon

Roll Call Vote All in Favor **APPROVED**

Meeting Adjourned at 6:25 pm

Next Meeting

Regular Monthly Meeting; May 19th at 6:00 PM

Zoom Meeting

Respectfully Submitted,

Teresa Hathaway,
Chair