

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR JULY 14, 2020

Present: Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, William Fleming, Katie Miller, Bill Wagner, Bob Thomson and Library Director Joanne Lamothe

Guests: Tao Woolfe – Sandwich Enterprise

The meeting was called to order at 7:02 p.m.

TOWN CLERK
TOWN OF SANDWICH
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Review and Approval of Minutes from May 12, 2020 meeting

- ChristineB motioned to accept the May 12th minutes – BillW seconded – and all were in favor.

Correspondence/Statements/Announcements

- Two emails –
 1. There was an inquiry by a correspondent about whether or not the Sandwich Public Library had an email newsletter. MarkW sent her the link to the library's newsletter.
 2. A gentleman expressed concern that the library hadn't implemented some kind of curbside service. MarkW sent him an email informing him that the library was working on an internal type of curbside pickup not external.

Director's Report

- JoanneL – Thank you to all of the Trustees for your much appreciated well thought out comments on my performance evaluation. And especially meaningful this year during a period of pivoting, juggling and shuffling through this pandemic and the renovation project.
- Update on current operations –
 - Pandemic milestone – protective shields have been installed. Social distance signage and other materials have arrived.
 - Tentative reopen date Tuesday 7/21/20 with limited services. Approximately 20 people allowed in the library at one time.
 - Possible Sandwich Community TV PSA on what the library will look like during the Covid-19 pandemic.
 - Drafted health and safety handout document –

HEALTH & SAFETY PRECAUTIONS

The well-being of our community and staff is always our top priority.

What we're doing to keep you safe:

- Limiting the number of people in the building
- Entrance via the rear ramp and exit at the main parking lot doors
- The Main Street entrance to the Children's Room is closed
- Maintaining 6 feet of distance between each other.
- Wearing face coverings while inside the library.
- Following cleaning and disinfecting protocols and quarantining returned library materials.

What we're asking you to do:

- Do not enter the library if you currently have or recently had a fever, cough, or are feeling unwell.
- Keep your hands clean. Hand sanitizer will be provided throughout the library.
- Maintain at least 6 feet of distance from others.
- Wear a face covering while inside the library.
- Follow all directional signs and floor markings.
- Please limit your time in the library to allow others to enter.

ACCESSING LIBRARY MATERIALS

- We have created a Browsing Collection in the New Book Section containing children's, teens and adult selections
- Please use "Eyes Only" when using the Browsing Collection. If you do handle an item, please DO NOT return it to the shelf. Place it on the designated book truck.
- We are unable to allow any browsing of the library's main bookstacks. If there is an item in the library you'd like to check out, the staff will retrieve it for you.
- There is no access to the Children's Room but Children's staff will be available to assist you and can retrieve items from their collection
- We will have a selection of magazines for you to check out but newspapers will not be available

What you need to know:

- Place your holds online or by phone
- Need help deciding what you want? Call us for help.
- Wait until you are notified that your items are ready for pick up.

RETURNING ITEMS AND DUE DATES

- Please return items ONLY in the blue bin inside the rear vestibule.
- The book drop will be CLOSED while the library is open.
- Regular due dates will resume July 30th.
- Returned items will be quarantined for 72 hours before they are checked in.
- We will be waiving any overdue fines incurred due to the quarantine period.

SUSPENDED SERVICES

- During this phase we are not offering public computers, printing or faxing services.
- Meeting rooms are closed and are not available for use.
- We are NOT accepting donations of books or magazines.
- The Friends Book Sale is not operating at this time.

➤ Summer virtual programs –

- Beanstack (free license for two years from a grant) is an online summer reading program. Offered to all ages. Raffle prizes awarded. Sponsored by the Friends and Kiwanis and the generosity of local merchants.

- Trivia night with the Trivia Brothers.
- Cooking demonstrations.
- Bill Harley children's storyteller.
- Stu Parsons story time and backyard science.
- Lauren Robinson book discussion group.
- Prepared videos by the staff about what they have been reading and new materials videos by Melissa Frye.
- Update on renovation project –
 - Working on the cost estimate.
 - Temporary relocation site under review. Accepting RFP's for the moving expenses.
 - Estimated move out date November.
- Lauren Robinson will be retiring.

Chairperson's Report

- Thank you to all of the Trustees for submitting Joanne's review documents. Thank you to Joanne for an outstanding performance and all of her dedicated hard work.
- Next meeting agenda item – election for chairman and vice chairman. MarkW has offered to continue on as chair.

New Business

- BillF – Endowment acknowledgement/recognition for the Powell's generous bequest. ie: a plaque

ChristineB motioned to adjourn – KatieM seconded – and all were in favor.

Meeting was adjourned at 8:03 p.m.

Respectfully submitted,



Melinda Aguiar