

**Vernon Free Library Board of Trustees
Regular Meeting Minutes
October 14, 2020**

MEMBERS PRESENT:

Bronna Zlochiver, Chair
Joanne Leveille, Vice Chair/Clerk
Kristen Dietrich, Recording Secretary
Elaine Dietrich

STAFF: Jean Carr, Library Director

ABSENT:

Ian Hefele

REGULAR MEETING:

The meeting was held electronically via Zoom.com. Bronna Zlochiver called the meeting to order at 5:00 pm.

PUBLIC PARTICIPATION:

None

CHAIR'S REMARKS:

Bronna Zlochiver welcomed everyone to the meeting and reminded everyone to vote in the November 3, 2020, elections.

ADDITIONS TO THE AGENDA

None

APPROVAL OF THE MINUTES:

- **A motion was made by Kristen Dietrich to accept the minutes of the September 9, 2020, regular meeting as written.** Seconded by Elaine Dietrich. Carried 4-0.

LIBRARY DIRECTOR'S REPORT:

FINANCIAL:

- **As of yesterday the Library was at 30.77% in spending at 28.77% of fiscal year**
- **Vernon Free Library Gift Fund current balance is \$32,252.**

BOOK BIN for children's area has arrived.

PUBLIC COMPUTERS

- **2 "new to the Library" computers have been installed**
- **1 salvageable computer is with the Library tech guy for updating**

FY 19/20 OVERAGE

- **According to Cindy Turnley, Town Treasurer we are only \$73.22 over the \$80,000. "Donation Expenditure" line item also needed to be deducted from what was already paid from the VFL Gift Fund.**

NEW BUSINESS

- **A motion was made by Kristen Dietrich to approve the expenditure of \$73.22 from the Vernon Free Library Gift Fund for FY 2019-2020.** Seconded by Joanne Leveille. Carried 4-0.

OLD BUSINESS

- The Trustees discussed the Annual Appeal Letter.
- The Trustees discussed establishing a Library Zoom account.
- The Trustees discussed the Selectboard Library Budget review schedule.
- **A motion was made by Kristen Dietrich to approve Phase Two of the Library Reopening Plan, beginning November 10, 2020.** Seconded by Joanne Leveille. Carried 4-0

Vernon Free Library Phased Reopening Plan

Updated 10/08/2020

PHASE ZERO – Library Closed Completely beginning March 16, 2020

No staff allowed to report to work. All programming and services suspended.

PHASE ONE – Curbside Pickup Service (beginning May 19, 2020)

One Library Assistant and the Library Director will be working in the library.

All Staff has completed VOSHA Training re: COVID-19 as required by State of Vermont.

Library Director is the designated Health Officer.

Volunteers are not allowed at this time.

- Health Survey will be completed on employees when they report to work
- Social Distancing will be observed (staying 6' apart)
- Face mask will be worn in the presence of others but is not required when behind sneeze shield
- Wash hands when arriving at work and frequently throughout shift
- Do not touch face
- Do not gather in groups
- Work at separate workstations, computers, telephones
- Sanitize at the beginning, middle, and end of each shift (workstation & frequently touched surfaces)
- Sanitize workstation after checking in books from outside book return

Vernon Free Library Phased Reopening Plan (Continued)

Hours for Curbside Pickup:

Tuesday and Thursday from 1 pm to 6 pm

Holds must be received by 3 pm on the day before pickup day.

Materials will be in a paper bag labeled with your name and located on a cart on the Governor Hunt Rd side of the building.

When picking up items, support social distancing and please only ONE person at a time at the cart.

Place your items on HOLD

- Search for items through the library catalog on the library website and “Place Hold”.
- Or email your request to vernonfreelibrary@comcast.net
- Or call the library at 257-0150 and leave a message with your name, phone number and items you would like.
- You will be notified when your items are ready for pickup.

Returns

- Items may be placed in the Library RETURN BOX on the Governor Hunt Rd side of the building.
- Returned items will be cleaned and quarantined for 72 hours before they are available for circulation. *(Please note this does not guarantee that items are free of COVID-19.)*

PHASE TWO – Library Opens to Patrons by Appointment

STAFF:

- Guidelines for health and safety same as PHASE ONE
- Face masks will be required when in presence of patrons/visitors and other staff but are not required when behind Sneeze Shield at Circulation desk.
- Frequent handwashing/hand sanitizing throughout shift
- Frequently touched surfaces will be sanitized at the beginning, middle and end of each shift

LIBRARY:

- Chairs have been removed or blocked off.
- All toys have been removed from Children’s area
- Sneeze shields have been installed at Circulation desk.
- 1 person or family allowed in library at a time.
- Restrooms will be closed to the public

PATRONS

- Appointments will be for 20 minutes on Tuesday and Thursday between 1 & 5 pm
- Staff will disinfect high touch areas and processing returns between 5 & 6 pm
- Must be free of COVID-19 symptoms &/or exposure
- Masks required, unless under 2 years old or cannot due to health reasons
- Patrons will sanitize hands upon entering library (sanitizer station provided)
- Patrons living in same household may enter together
- Patrons will maintain social distancing (remain 6' apart)
- One patron at a time allowed in an aisle
- Browse and checkout materials only – no lingering

SERVICES

- Curbside Service will continue
- Rest Room will be closed to the public
- One public computer (#1) will be available in order to maintain social distancing and will be cleaned after each use. Catalog computer will be closed
- No library programs will be held

MATERIALS

- Materials being returned must be left in the outside Return Box or the Return Bin in the lobby. Returned items are not to be brought into the library by the patrons.
- Book Return outside will be emptied at opening and closing
- Returned books will be wiped with disinfectant and quarantined for 72 hours before becoming available to public.
- Books will quarantine standing up (for 72 hours) with air circulating on all sides. Books will not be staked during quarantine.
- Staff may wear gloves if desired, otherwise handwashing/hand sanitizing will be required after handling returned books.
- Work station will be wiped down with sanitizer after handling returned books.

SIGNAGE AT ENTRANCE

- Warning not to enter if not feeling well or have had COVID-19 exposure
- Masks & hand sanitizing guidelines
- Library use guidelines/rules

PHASE THREE – Resume full service, no restrictions

ANNOUNCEMENTS/INFORMATION

- Trustees' next regular meeting will be Wednesday, November 11, 2020, at 5 pm. The meeting will be held electronically via Zoom.com.

MEETING ADJOURNED AT 6:00 pm.

Respectfully Submitted by

Kristen Dietrich, Recording Secretary