**Town of Johnsburg Library**

Board of Trustees Minutes

May 6, 2020

Submitted by Cheryl Gillespie/Secretary

Meeting called to order at 5:05 pm by President Linda Cobb.

**Attendance:** Present: Linda Cobb, Jean Donnelly, Cheryl Gillespie, Caroline Jackson, Susan Schmidt, Steve Shaughnessy. Absent: Donna Messerle.

Guest: Town Supervisor, Andrea Hogan.

**Acceptance of Minutes**: Minutes of April 1 and April 10 2020 approved electronically.

**Review of Warrants**:

**Motion** to approved two (2 )warrants *passed*. Expenditure totaled $1273.46 for large type books and SALS February/March Automation fees. The total also included a $200 Overdrive contribution from our Library.

*Moved*: Cheryl Gillespie

*Seconded*: Jean Donnelly

**Library Director’s Report** (Susan Schmidt)

The Director shared the current Action Plan for re-opening the Library that includes four phases. This is a work in progress and will be revised as guidelines change. The current plan includes potentially shortening Library days and hours to Thursday, Friday, and Saturday from 11:00-4:00.

Town Supervisor Andrea Hogan shared plans for potential re-opening of Town Hall on June 1. Days and hours will be limited as well as the number of people permitted in the building at one time. Access to entering offices will be restricted and there will be a policy of “*no mask, no service*”. The Town will be following CDC guidelines for cleaning. OSHA posters will be utilized as appropriate. It was shared that Warren County has formed a committee to also develop guidelines that will be used across the County for consistency.

The Director reported that there has only been a 3% increase in downloading books through Overdrive for the period from March 15 (when the Library closed) through the end of April.

Library website continues to be updated with information and online projects.

The Library received a $250.00 donation.

**Programs and Grants**

There are no grants applications currently in progress. Town Supervisor suggested investigating Grant sources for PPE’s for when the Library does re-open.

**Reports of Standing Committees**

Finance (Caroline Jackson):

The Board will be investigating the purchase of the Quicken program and will address at the next Board meeting.

Cheryl Gillespie will be on the Finance Committee with Caroline Jackson.

A quarterly Financial Board report will be developed.

**New Business:**

The annual Book Sale idea from the Friends of the Library was shared with the Board. The date is planned for July 25.

The meeting ended at 5:40 pm.