**Town of Johnsburg Library**

Board of Trustees Minutes

June 3, 2020

Submitted by Cheryl Gillespie/Secretary

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

**Attendance:** Present: Linda Cobb, Jean Donnelly, Chris Flack, Cheryl Gillespie, Caroline Jackson, Donna Messerle, Susan Schmidt, Steve Shaughnessy. Guests: Sarah Dallas (Southern Adirondack Library System) , Andrea Hogan (Town of Johnsburg Supervisor).

**Acceptance of Minutes**: May 2020 Minutes were approved electronically.

**Review of Warrants**:

**Motion** to approved the two (2) warrants *passed*. Expenditure totaled $280.00 for the purchase of two museum passes to the Wild Center and two passes to the Hyde Museum.

*Moved*: Jean Donnelly

*Seconded*: Steve Shaughnessy

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

Susan has prepared and distributed a draft Action plan for re-opening. The Library is preparing to begin modified operations Thursdays, Fridays, and Saturdays from 1:00-4:00. There will be curbside service only and people will order their books by phone or email. Appointments will be required and the back entrance will be utilized for pick-ups. Patrons can still drop books off in the front vestibule.

**Programs and Grants**

No activity at this time.

**Reports of Standing Committees**

There were no reports given at this meeting

**Unfinished Business**:

The draft Library Action Plan was discussed. Sara Dallas provided current updates and key websites to access for information, answered questions, and shared documents from the Crandall library.

1. COVID-19 Response: Crandall Public Library Temporary Safety Policy (5-20-20)
2. NY Department of Health NY Forward Business 15 RE-Opening Safety Plan Template

(5-21-20)

It was recommended that the Action (Re-opening Plan) be reviewed by the Town attorney. The Insurance Provider will also be contacted to review the policy with a potential liability rider addressing Volunteers, Staffing, and Visitors in terms of a COVID-19 case report.

Comments will be integrated into the plan and Susan will distribute an updated version to the Board. Once reviewed and comments addressed, a vote for approval of the plan will be accomplished electronically.

The modified Library operations will tentatively begin the week of June 15th.

**Motion** to adjourn the meeting at 6:15 pm passed.

*Moved*: Cheryl Gillespie

*Seconded*: Donna Messerle