

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Zoe Werth

May 27th, 2020

START: Conducted in person and via Freeconference.com.

Roll Call: Attending in person; Diane Boilard, Mary Ann Grant, Valli Hannings, David Bridgewater

Attending via Freeconference.com from remote locations; Bruce Dodge, Jean Rube-Rainier, Zoe Werth.

Meeting Minutes

Diane called the meeting in order at 6:45 PM.

Diane made a motion to accept the meeting minutes as amended, Bruce seconded, all were in favor; motion passed.

**Reopening the library in stages:** David went over the two stages of reopening the library.

Stage one: Building not open to patrons, staff, or in person services.

Stage Two: limited staff may work in the building with social distancing, and curbside services will be open, services continue to be digital except for return of materials. We will scatter book return appointments, and thoroughly clean materials brought back and clean surfaces that will be touched by patrons, and employees will wear masks. Contact information will be collected for those who participate.

Stage 3. Curbside services. David will put up flyers at the post office and recycling center. We will begin to allow limited access to our public computers for those in desperate need, and who do not have this ability at home. David will write a procedure for opening, along with a flyer and a post for the website. David will bring out a cart of books from before Covid-19 to the curb that patrons can take for free, and patrons may come and take them. David will write a disclaimer for these books. Parts of Stage Two will begin in the first week of June (curbside service and free books).

The book drop will be opened for book returns the second week of June, and the drop box will be checked twice a day, and materials will be put into a box to be quarantined for 7 days.

**Select Board Meeting and Spending:** Diane attended the meeting and reported that the Select Board prefers that the library is cautious with spending. The library currently has a standing order for large print books waiting to be paid for, and all other purchases will be frugal. David will inform the Board about book orders. David went over a list of supplies for patron and staff safety. The library has 350 face masks, 3 large disinfectant wipes, 6 hand sanitizers, 1 spray can of lysol, 10 toilet paper rolls, 15 packs of

paper towels, half a cube of tissues, and 25 oz of liquid soap. Diane will bring a list of items that the library does not have to the town emergency management team; priority items are disinfectant wipes, and gloves. Diane and David will investigate getting an outdoor scanner that the patrons can use. Read squares have been approved for libraries to use. David recommends that in the next two days we spend money on the "Dollar a Book" program through overdrive.

Summer Reading Program: David went over some of his options for the Summer Reading Program. Option 1: Activity packet in the parking lot, with exercises and crafts. Option 2: Story walk with activities, tear books apart and laminate the pages for the parents to read, and a craft would go along. The story and activity would be changed each day. Option 3: Story time on Facebook with a craft to go along. Bruce recommends that other local members of the town can take turns reading stories. Option 4: Make a kit for patrons to pick up. David will call parents to survey them on their Facebook use, and ask them to follow the page. The story times on Facebook will happen sometime after mid-June or in the beginning of July. Bruce mentions that Bridgid Woods is offering Lego Labs this year, and are available for younger kids, but for older kids they are harder to come by, so action should be taken soon if they are wanted.

END of meeting: Diane moved to adjourn the public portion of the meeting at 8:09 PM.