

## Chelsea Board of Library Trustees- Special Meeting

June 1, 2020, 7 pm

(phone conference due to Corona Virus stay at home state ordinance)

Attendance: Susan Morse, Phyllis Hayward, Megan Campbell, Mark Lembke, Jessica Anderson, Elizabeth Morrison

- Call to Order: 7:03
- Correspondence:
  - Emails from Karen Lathrop:
    - question about the free books in the lobby and how we are planning on sanitizing them
    - raised the issue of how we will keep the main door sanitized
    - wondering how long the books in the town hall will remain there, there is a meeting coming up in June
    - she will look for cleaning products for the library and would like to know what we need
- Updates from the Department of Libraries: prior to this meeting Elizabeth emailed out an overview that she put together with updates and recommendations from the Department of Libraries, she also shared links to videos of recent meetings
- Update from Elizabeth:
  - Elizabeth has attended several meetings put on by the Dept. of Libraries. She gave an update on their guidelines around reopening
- Review of CPL Reopening Phases and Policies
  - Discussed a phased reopening plan drawn up by Elizabeth. It was proposed and agreed upon that we add a phase to the plan Elizabeth created. We will add a pick-up window as our next phase of reopening. We will assess how this is going before we move to phase 3 (limited walk-in service)
  - Walk-up window:
    - Patrons will be able to come to the window to talk to Elizabeth and request items
    - We will request that one only one patron or family group be at the window at a time
    - There will be a cup (or some other no-touch system) for money for copies and printing. People will need to have exact change or a check
    - What signage will we need?
    - Elizabeth will wear a mask and we will suggest that patrons at the window also wear a mask
    - Curbside pick up will continue at this time
    - Hours for the window: Monday-Thursday: 2-6, Saturday 10-2
  - A motion was made and approved to continue to give Susan emergency powers to make quick decisions between meetings

- Adjourned: 8:06
- Future Meetings:
  - June 8, 2020
  - July 13, 2020