LIMA PUBLIC LIBRARY BOARD MEETING

June 11, 2020

**PRESENT**: **Trustees:** Shirley Caccamise,Cathy VanHorne, Chris Preston

Sharon Neenan, Debbie Lund

**Library Manager**: Megan McLaughlin

**Friends Group**: None

**Town Board**: Bruce Mayer

Meeting was called to order by President Shirley Caccamise at 11:00 am.

**Minutes for January:** Motion made by Cathy VanHorne, seconded by Chris Preston to approve the minutes for January as read.

**Vouchers:** Vouchers 1- 29 for January, February, March, and April were reviewed on line (each month) and verbal approval was given by each of the Board members.

**Meetings:** Meetings for March 18 and May 20 were cancelled due to the Corona Pandemic of 2020. This meeting today is to approve plans and procedures for opening up the library on a limited basis. We have entered Phase 3 which allows for opening businesses, with limited access of patrons at a time.

**New Business:** There are no guidelines set by the State so PLS drew up their own guidelines for Reopening Libraries.

**MOTION**

Motion made by Cathy VanHorne, seconded by Chris Preston to approved Planning for Local Reopening including: Step One – Planning for Local Reopening

Step Two – Bringing Staff Back to Libraries

Step Three – Modified Services to the Public

Step Four – Slowly Increase Services to the Public

Motion voted on and carried.

Megan reviewed all of the 5 policies and then the Board voted on each as follows:

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve Policy One regarding Contact Tracing Policy. Motion voted on and carried.

**MOTION**

Motion made by Chris Preston, seconded by Cathy VanHorne to approve Policy Two regarding Emergency Closing Policy. Motion voted on and carried.

**MOTION**

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve Policy Three regarding

Employee Health Screening Policy. Motion voted on and carried.

Discussion was held regarding allergies.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve Policy Four regarding

PPE Protective Equipment Policy. Motion voted on and carried.

Meg reported that the Friends Group is going to donate masks to the Library for patrons who enter the Library and don’t have a mask or forgot their own mask. The Town also gave Meg a supply of masks donated by the County. June 29th is the start date for distribution of books to patrons who have either emailed or requested by phone.

**MOTION**

Motion made by Chris Preston, seconded by Cathy VanHorne to approve Policy Five regarding Working Remotely Policy. Motion voted on and carried.

Meg then reviewed the Plans/Procedures with the Board. No Board approval is required.

**MOTION**

Motion made by Debbie Lund and seconded by Cathy VanHorne to approve the Annual Report that goes to the State. Motion voted on and carried.

Motion made to adjourn at 11:55 a.m.

**Next meeting: Wednesday, July 15, 2020 at 10:30 am.**