

## Weston County Library Board Minutes

May 22, 2020

The May meeting began at 11:45 with Pat Morgan calling the meeting to order on Zoom. Also attending were Paul Patterson, Becky Todd, Sherri Randall, and Brenda Ayres.

Becky read the minutes and they stood as read. Since several on the board were unable to open the document from Cathy for the treasurer's report, Pat will scan and get it to them. Brenda reported that 73.81% of the total budget has been spent and 83% of the contract labor budget has been used. Becky moved to approve the report and Paul seconded the motion.

Brenda presented the director's report. She and staff members have been offering curbside services, cleaning, weeding books and preparing for a virtual summer reading program. She also has attended several Zoom meetings on various topics. Mabel Hinz will retire after 20+ years at the library.

Sherri too has been offering curbside services, cleaning and weeding books. She has craft packages ready to send home with youngsters involved in the summer reading program.

Old business was the budget. On May 28<sup>th</sup> at 1:15, there will be a budget workshop held by the county commissioners. Brenda will attend.

New business was the Covid 19 reopening of the libraries. Both will operate with the same rules. Returned books will be placed in the book drop, curbside delivery is still available, only 10 people in the library at a time (5 Upton), no one under the age of 14 unless accompanied by an adult, computer usage by appointment for 1 hour a day, use hand sanitizer when entering and leaving, senior hours 9-10:00 (12-1:00 Upton), staff will wear face coverings, patrons encouraged to do so.

Brenda also asked for reduced opening times so that cleaning can be done each day. Upton will be open for patrons from 12-5:30 and Newcastle 9-5:30. That gives staff 30 minutes to wipe things down each day. Paul moved to accept the time changes and the new Covid 19 plan. Seconded by Becky.

There was a discussion on traffic flow and the librarians will work on it. Pat is sending copies of the evaluation form that needs to be done regarding Brenda and her goals.

Becky moved to adjourn the meeting at 12:15, seconded by Paul.

Respectfully submitted

Becky Todd