

Corrected & Accepted
June 8, 2020

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
May 22, 2020

PRESENT Via Phone: Shannon Castille, Ann Canning,
Mickey Jervas, John Higgins, Lisa Smyle and
MaryPaul Yates
Library Director: Mark Makuc
Absent: No one

Meeting was called to order 10:03am.

AGENDA: Review and approve Monterey Library Covid-19 Plan which is to be sent to the Monterey Board of Health for their review, input and approval. Discuss opening for curbside delivery.

DIRECTOR'S REPORT: On May 18th Governor Charlie Baker said that libraries can open for curbside delivery. Services can expand as the situation evolves. If we do open now it will be for curbside only. Officially the library is considered an office. The plan as presented is not a final plan. As with all things related to this disease it will evolve as more becomes known.

Patrons will call or email the library to order their selections. Mark has established a specific email address for this purpose - montereylibrarycurbside@gmail.com. At the start all selections will come from our collection as it will take Optima, the delivery service from CWMARS, time to get up and running.

For contact tracking purposes in the event someone who had been in the library became sick there was some talk going around the governor's office about people having to log-in when entering the building. This may present a privacy issue. However that is an issue for another day, for purpose of this meeting we are focused on the plan and curbside delivery only.

We were reminded by one trustee that regardless of State declarations the board by law is responsible for the building, grounds and operations and should continue to be fully involved at every step. The Board of Health is involved in an advisory capacity.

The Trustees were in favor of curbside delivery as explained but there were a number of questions.

What hours would curbside be held? We will keep to the same hours we had been operating, which will be easiest for all to remember.

How would staff health be monitored? There are specific procedures which Mark has discussed with the staff. If anyone is not feeling well they will not work and someone else will fill in for them.

In answer to other questions: We have a good supply of masks, gloves and cleaning products.

Mark does not see a problem with returns for other libraries.

A single staff member should be able to handle curbside delivery without volunteers.

John made a motion, seconded by Lisa, that given the information provided by Mark we will open for curbside delivery starting next week. A roll call vote was taken and the motion passed unanimously.

A letter will be sent to the Board of Health, together with the Covid-19 plan, advising them of our plan to commence curbside delivery Tuesday, May 26th.

The meeting was adjourned at 10:35am by motion made by MaryPaul and seconded by John.

NEXT MEETING: Monday, June 8, 2020 7:00pm

Submitted by: Mickey Jervas, Secretary