

# Henry C. Adams Memorial Library Board Minutes



The Henry C. Adams Memorial Library Board meeting was held on May 26, 2020 via Zoom.

**Members Present:** Elizabeth, Beth, Darren, Connie, Andrea, Cathy, Lynn, Susan, Heather S., and Heather M.

**Members Absent:** Nikki

**Call to order:** The meeting was called to order by Heather at 7:09

**Minutes:** Lynn made a motion to approve the April minutes, Andrea seconded the motion. Heather M. welcomed Heather Strike to our meeting! Heather S. will be taking Cathy's place as our new treasurer.

**Report:**

**Treasurer:** Cathy shared her reports. Special thank you to Cathy for taking care of the report and bills for the month of May. We really appreciate all that Cathy has done for the board. ☺

**Librarian:** Elizabeth shared her report. The library has been closed due to the Covid 19 Virus, therefore not much to report. The cleaning and weeding of books has been taking place. The new website is just about finished. It has taking longer than anticipated to complete. We are working on a plan to reopen the library.

**City Council:** no one attended meeting

**Committee Reports:**

**Finance:** nothing to report

**Building Grounds:** The work on the roof should be starting soon. We all hope!

**Library Service & Policy-Committee Relation and Books:**

We will be adding a new policy into the policy book in regards to reopening the library after the shut down due to the Covid 19 Virus. Once the new board committees are in place, a meeting will be scheduled to start reviewing the policies again.

**Old Business:** Heather M. had spoken with Sharon Anderson. Sharon was unable to fill the position of treasurer at this time and would like to possibly be on the board in the future.

**New Business:**

The plan to reopen the library will be as follows:

The library will reopen with regular hours on June 8<sup>th</sup>.

All patrons will need to wear a face mask.

There will be an 8-person occupancy limit.

A plastic shield guard will be placed on the check-out desk.

Only 2 computers will be used at a time.

Computer users will be limited to 30 minutes of work time.

There will be a 15-minute cleaning period between slotted computer times.

No congregating of patrons—therefore, no reading with other

people on the floor or tables.

Hand sanitizer will be available for use when entering the library.

This plan was created by the board. Darren made a motion to implement this re-open policy and Lynn seconded. All board members voted in favor of the addition of this library reopening plan.

In other new business, new officers were elected / or staying in current position

**President:** Darren Mosher  
(Heather M. nominated Darren and Connie seconded. Darren excepted the position.)

**Vice President:** Susan Gillespie -current position

**Secretary:** Beth Jacobs - current position

**Treasurer:** Heather Strike - new position

Anything else:

Next Meeting: Tuesday - June 23, 2020—We are planning on in-person meeting at the library.

Adjourned at: Heather made a motion to adjourn the meeting--it was adjourned at 7:59.

Respectfully submitted,  
Beth Jacobs, Secretary

