

FLETCHER MEMORIAL LIBRARY BOARD OF DIRECTORS

June 4, 2020

Present: Cardwell, Christie, Murtha, Davis, Jones, Larsen, Burten, Deb Andstrom

Absent: Haldas, Hart, Regan

Call to Order: at 4:01 pm

Seating of alternates: none

Approval of minutes: May 7 minutes unanimously approved with motion by Jones, 2nd by Larsen.

Bookkeepers report: Reviewed. Murtha to get clarification about number of months covered. Luci will send Murtha an electronic report monthly. Motion to accept report with amendments made by Murtha, 2nd by Jones and approved.

Librarians report: On file at FML

Assistant librarian report. Brodart will ship book order eventually when their staff returns to work.

Old Business: **A.** Maintenance; Motion to have all windows washed (inside and outside) for \$387.50 made by Larsen, 2nd by Murtha and approved. **B** Repair of front stair railing will be delayed until nesting birds leave. **C.** Discussed style of lighting for rear stairs leading to Church parking lot. Cardwell will do more research on battery powered fixtures to match existing steps lights and report back. **D.** Discussed adding monthly cleaning Debs office to cleaning service job duties.

New Business: A. How to re-open on June 20. Discussion followed. Policies to be adopted are;

1. Enter in back door and exit through front door
2. Patrons will be asked to wear masks, use hand sanitizer on entering. Deb to ask volunteers
3. Number of people in the building at one time will be limited to 5
4. Patrons will be asked not to linger
5. New addition will be closed to use
6. Signage listing restrictions will be posted
7. Physical restrictions will be installed to keep patrons 6 feet away from check out desk
8. Returned books will be isolated for 3 days before re-circulation
9. Re-open protocols will be listed in the Gazette, Nextdoor, FML web site
10. Kitchen, bathroom, computer use will be prohibited
11. Back door will remain locked. Patrons will have to knock or call for admission
12. Separate boxes will be used to isolate returns for 3 days -1 box for each day
13. Outside donations will not be accepted at this time

B. Programs: A. Book sale/Homegrown date to be determined later. B. Lawn concert July 15 with rain date July 22. Attendees will be asked to bring their own chairs, snacks, beverages, maintain social distance. FML will be closed with no access to bathrooms, no food sold, limit attendance to 100 people and use Church parking lot for seating. C. Fall Festival Sept 12 is pending.

Adjourned at 5:30 PM with motion made by Larsen, 2nd by Jones and approved

Respectfully submitted, Susan Hochstetter, Sec

