

## Emergency Library Trustee Meeting 3/17/2020

### Minutes

Present: Chris Condit, Rachel Flint, Joan Godsey, Natane Halasz (Director), Sue LaClaire (Library Assistant), Lisa Werner

7:03 Meeting begins

Natane: Thanks for gathering and Chris for organizing. Natane is getting many hundreds of emails daily on the topic of covid19 and libraries. The MBLC has rallied in the last day or so. They have begun a spreadsheet for libraries to fill out what they are doing. Most smaller libraries are closed to the public. Staff are reporting and working in the library. Many are doing curbside pickup from their own collections. Delivery has been suspended for the time being. Materials are bagged, people are making appointments and picking stuff up in bags. Many libraries have changed their hours. Some libraries are putting out free stuff. Most libraries are keeping drops open. Materials are not supposed to carry the live virus for longer than 24 hours. Some libraries are completely shut down with no curbside delivery. Phone and email support are generally still available. Most people are closed through the 7th of April.

L: How do the two of you feel about coming in to work? Both Natane and Sue agree that they would like to come in for now, subject to change (if either was to become ill etc.)

R: you could talk to people over the phone to help with digital access. (libby and overdrive)

N: will continue to process holds as they come in, call people to set up pick up times.

Lisa: How to get word out about electronic resources? Could it go out on Leverett connects

Chris: I move that we close down operations for in person library use until April 7, and have Natane and Sue work the same number of regular hours and catch up on tasks, pending reassessment of the covid19 situation.

Lisa seconded, all agreed, motion passed.

Lisa: do we want a motion to empower Natane to make decisions?

Rachel: not necessary, as she will

Chris: Our next meeting is scheduled for the 8th of April.

Joan: What to do with books returned to the library?

Natane: Books left in the drop will be sanitized after being left in the community room for a couple of days.

Rachel: Should there be a sign at the book drop?

General agreement. There will be a sign over the bookdrop. Natane will provide a sign.

Joan expressed concern about handling returned books. Sue and Natane have gloves and supplies and will decide what precautions make the most sense.

General agreement to schedule our next meeting for the ninth.

Chris amends the motion to be until April 9th, Lisa seconded. All say aye, motion passes.

Lisa asks about working from home as a possibility. Sue would struggle because mostly she can't work from home cataloguing. Natane could, however. Continuation of pay over time (if Natane and Sue are not allowed to work from library) was discussed.

Natane: Will inform the town, program people, CWMARS, and any other necessary parties of the close dates. The library in the woods programming has all been cancelled.

Lisa suggested we adjourn.

Meeting concluded at 7:37pm.