

G.C. Community Library

Board Minutes (*from informal Zoom video conference*)

May 13, 2020

(1) Board Members attending: Erin Pisano, Heather Leskanic, Mauri Smith,
Lynda Bortz, Renee Coyne

Director attending: Amy Gallagher

Employee Attending: Heather Baker

- Online meeting was held due to COVID 19 precautionary measures being in place.
- Amy updated board on what developments library is preparing to institute toward reopening. She said it was recommended by state officials that all libraries hold off on restarting their lending services until official documentation was released. Some Mercer County libraries were starting to offer curbside pickup of materials once they were moved to yellow designation but before the documentation was made available. Amy said she met with Wendy, Heather and Sean to determine how best to offer local curbside pickup, which is to begin June 1 at GCCL. Patrons may call or email specific titles, or they may make a more generic selection. All precautionary measures will be undertaken during the transfer of materials to ensure safety of patrons and employees. Pickups would be scheduled MWF with the library closed on Saturday and Sunday.
- Incoming books and materials will be set aside and quarantined for 2 days to ensure they are safe to reshelve. Disinfecting products are not recommended for use on these materials as they may damage items.
- An in-person staff meeting/training is expected to be held May 19 at the library. Plexi-glass is to be installed at the circ desk plus a gate at the entrance across from the staff work room.
- Amy secured the special PPP loan that was made available in order to continue paying the salaries of staff during the closure. We're hoping to be able to use the loan money to pay our essential bills as well. We received

our state funding in January and are fortunate to have substantial reserves. We don't want to use that money, Amy said, but it's there if we have to.

- Heather L. has been in contact with Amy regarding ongoing cleaning procedures; she has received a copy of the cleaning and sanitation guidelines from the CDC for reference as we proceed with reopening. Cleaning services have continued on a frequent basis during the closure as full-time staff members got the OK from Erin to go into the library facility to complete work and conduct limited online programming.
- Staff plans to resume some limited in-library computer use, possibly mid-June. This would be by appointment only. It is not known at this time when we will be able to resume regular programming. Wendy held a successful Monday Night Book Club meeting on Zoom video conference this month. Heather B. has conducted kids' cooking club sessions by video and Sean is offering his popular Dungeons and Dragons sessions online.
- Also, Heather B. said she is planning to begin offering a storytime takeaway kit, probably mid-June. This would include several books on a specific theme plus extras such as coloring sheets, craft and/or puzzle. She is also planning to conduct an online summer reading program. No pool party this year, however, a future program finale celebration would be planned.
- Renee, president of the Friends of the Library volunteer group, said we are currently not accepting donated books. The annual used book sale that is held every August is currently on hold. No decision has yet been made regarding whether it will be offered this year. Looking to host an upcoming used book and material collection event at the FOL storage unit on Main Street behind the Eagles car wash. Renee also noted she decided to delay the proposed March distribution of the annual fundraising campaign letter. These will likely now be mailed sometime this summer.
- The new replacement carpeting has been ordered and is paid for. However, the installation that was scheduled for April is currently on hold due to pandemic.
- Erin noted that our local library is required to abide by the state's guidelines in determining when we can reopen and what services we are

able to offer at this time. Libraries fall under the guidance of the Office of Commonwealth Libraries/Department of Education.

Minutes submitted by Heather Leskanic, board secretary, on June 1.

Next meeting is June 10 at the library.