

Essex Free Library  
Board of Trustees Meeting Minutes  
July 22, 2020  
Via GoToMeeting

**Attending:** Bonnie Doble, Marie Froeschl, Janet Watts, Lorna Swerhone, Caitlin Corless (EFL Director)

**Missing:** Joan Janzen, Iris Banks and Mike Yandow

Meeting Called to order at 7:07PM

**Meeting minutes** from June 20, 2020 were approved noting the date of the July meeting was changed. (Froeschl/Swerhone)

**Agenda Change:** Postpone discussion about website pending survey completion

**Library Director Report:**

Upcoming staffing challenges are being addressed by resuming the search for a part time Library Assistant that had been delayed due to COVID 19 and by re-starting some of our “substitutes” that will require training in our new protocols. Marie asked about volunteers returning. Caitlin will check with the Town.

We will continue implementing our Phased Re-opening beginning with in-building patron use by appointment. Beginning Tuesday August 4, the EFL will have available ½ hour appointments between the hours of 10 and 2 on Tuesdays, Wednesdays and Thursdays. There will be a 15 minute period for cleaning between appointments. A maximum of ten people – including staff- can be in the building at one time. Each person in an appointment counts so if someone with three children makes an appointment that counts as 4 people so all of the appointments for that time might not be available. Initially the appointments will be done over the phone so all this can be explained and monitored. Additionally, each patron is limited to one scheduled visit weekly.

Bathrooms are locked from the outside. Patrons will be encouraged to use their home bathroom before their visit. Surface cleaner will be available and patrons will be encouraged to use it if the need arises.

Meeting adjourned at 7:51 (Froeschl/Swerhone)

Next meeting will be Wednesday, August 19<sup>th</sup>, 2020