

**Sherman Township
Library Board Meeting
May 11, 2020**

The meeting of the Sherman Township Library Board was called to order at 6:30 p.m. by Pres. Shirley Thompson.

Board members:

Present: Shirley Thompson, Diane Benn, Mary Loomis, and Diana Moreau, Carole Merwin and Anne Cook.

Absent: none

Agenda: Carole moved and Anne seconded the agenda be accepted as presented. Motion carried unanimously.

Public Comment: none

Minutes: Carole moved and Mary seconded the minutes be accepted as corrected. Motion carried unanimously.

Director's Report: See the report on file concerning ordering PPE through the Cooperative (masks, gloves, sanitizer and a touch free thermometer). T.J. is contacting other libraries about vendors for a sneeze guard.

Old Business: The state has mandated all libraries to remain closed until May 28th (this could be extended into June).

New Business COVID-19 impact on library closure was discussed. We will probably have T.J. work Wednesday then curb side service only with bathrooms closed. Bags from Gordon Foods will be used to prepare each patron's requests. Returned books will remain bagged for a few days in the shed or in a selected area inside the library.

When open full time, the hours/days may need to be adjusted with a half hour lunch time closure so staff can remove their masks. Staff will need to wear masks and masks for patrons will be provided on the bulletin board. It was suggested that the clerk work in the check out area and T.J. work in the reference area to maintain social distancing. Four people in the library at a time will enable easier distancing for patrons.

No programming will be planned. Lap tops might be allowed to be checked out for use in the parking lot only. If the COA is not in the building, it is suggested one bathroom be for staff only and the other for the public with frequent cleaning.

Carole moved and Diana seconded a motion to pay the bills to be presented at the Sherman Township board meeting: Charter Communications \$38.99 (media-monthly internet access), Frontier \$78.69 (building-phone), Sherman Township \$250.00 (building-monthly rent). Motion carried unanimously.

Adjournment: The meeting adjourned at 7:15 p.m. The next regular meeting will be June 8^h @ 6:30 p.m. @ the library.

Respectfully submitted,
Diane Benn, Sec.
Sherman Township Library Board