

**Sherman Township
Library Board Meeting
Special Meeting
June 25, 2020**

The special meeting of the Sherman Township Library Board was called to order at 3:00 p.m. by Pres. Shirley Thompson.

Board members:

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

Absent: no one

Agenda: Carole moved and Diane seconded the two item agenda be accepted. Motion carried unanimously.

Public Comment: none

Minutes: No minutes were presented.

Director's Report: none

Old Business: none

New Business COVID-19 Preparedness and Response plan was discussed. Additional things were suggested to meet our particular needs.

1. Remove tables and chairs in the library – one in the hallway for someone waiting.
2. Provide a sign in form for 30 minute lap top usage to allow time for cleaning.
3. No cash back for copies, faxes or fines. Money [placed in baggies or envelopes).
4. A sterilizing unit done with lights was suggested.

Carole moved and Anne seconded we adopt the Covid-19 policy. Motion carried unanimously. The Phased Library Reopening Plan was discussed. Additional things were suggested for our library.

1. Close to the public for half hour lunch period to allow mask removal.
2. Hours will be 10:30-6 Tues-Fri. (no Sat.) Close 30 earlier for cleaning or open 30 min. later the next day for cleaning.
3. Books will be quarantined 72 hours before processing.
4. Post cards will be sent to all patrons about the library hours (also noted on face book).
5. New hours will begin July 1 for the month of July and be subject to change at months end.
6. Two clerks will work 2 weeks then trading with the other clerk and Tammy. This is keep the staff separated in case someone becomes ill.

Carole moved and Diana seconded we adopt the Phased Library Reopening Plan. Motion carried unanimously.

Shirley will ask Denise to make a Library Now Open sign for the road.

Adjournment: The meeting adjourned at 4:15 p.m. The next regular meeting will be July 13th at 6:30 p.m. at the library.

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