

**Sherman Township
Library Board Meeting
June 8, 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, Diana Moreau, Carole Merwin.
Absent: Anne Cook

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

Public Comment: none

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

Director's Report: T.J. has acquired PPE's through the Cooperative (masks, gloves, sanitizer and a touch free thermometer). T.J. has ordered a sneeze guard. Tammy has offered to work with T.J. so the clerks can keep their stimulus and unemployment. When she does begin working, she will be paid at her last employment wage.

The board was given The Library of Michigan Preparedness and Response Template and our own reopening plan for guidelines for procedures to look over.

Old Business: The state has mandated all libraries are to remain closed into June.

New Business: Covid-19 impact on reopening the library was discussed. Returned books will be boxed for a few days before processing. Patrons will be encouraged to use the drop box for returning library items.

T.J. will begin this week for 40 hours. She will make the necessary signage and face book updates to notify patrons of hours and procedures (ex. No public bathrooms, call for your library requests via curb side service, and donations available on a rolling cart outside for patron selection). Tammy will begin next week.

Curb side service will begin June 16th.

When open full time, the hours/days will 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. The clerk and T.J. can work at the check out desk and still maintain distancing. Four people in the library at a time will enable easier distancing or patrons.

Since no programming is planned, it was suggested T.J. order kids books about birds, flower and trees (one for each child who comes to the library) and encourage nature walks using their book. This would be a substitute for the summer reading program. Three lap tops will be stationed in the COA side- one at each table for distancing. When a patron is finished, the lap top will be replaced with another and the used lap top will be cleaned. The computer stations and children's puzzles etc. will be covered or removed as well as chairs and tables to enable easier cleaning.

It was suggested the women's bathroom be for staff only and the men's facility for the public (when open) with frequent cleaning of both. When the COA returns, they can clean the men's bathroom and the library staff will continue to frequently clean the woman's facility. Carol will

continue to do her regular scheduled cleaning.

Carole moved and Diane seconded a motion to pay the bills to be presented at the Sherman Township board meeting: Book Page \$354.00 (media-annual subscription), Charter Communications \$38.99 (media-monthly internet access), Frontier & 78.83 (building-phone), Michigan Library Association \$227.27 (annual membership), Midwest Collaborative for Library Services \$125.00 (annual membership), Sherman Township \$250.00 (building-monthly-rent), and the Library Network \$300.00 (annual database fee). Motion carried unanimously.

Barryton Library will open tomorrow, June 9th, and Remus Library will open next Tuesday, June 16th. Both libraries are planning on providing full service with their regular hours.

Adjournment: The meeting adjourned at 7:30 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