Hubbard Memorial Library
Board of Trustees
Minutes, May 28, 2020

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Remote Attendees via Zoom: Chris Davis, Robert Mishol, Garett Day, Patrick McGowan
Meeting called to order at 4:00 P.M.
Minutes of the March 9, 2020 meeting were approved.

The main focus of this month's meeting was to discuss the Reopening Plan for the Hubbard Memorial Library in light of Covid-19.

Director Pat presented a detailed plan broken down in Seven Phases, with strong consideration being given to State and Local Guidelines. For this meeting, Phase 1 and Phase 2 were discussed in detail, with future Phases to be considered as Guidelines evolved from the State.

Pat advised the Board that the Selectmen voted that all Library employees were to return to work on June 1st. The Library would continue to be closed to the public.
Cleaning of the facility will be 6 days a week.
Staff will be provided with masks and gloves.

The first week will be used primarily to establish internal guidelines for staff spacing, and rules for normally common areas such as bathrooms.
Soon after the announcement in multiple public outlets, the return of materials will be allowed via the book drop, with a strict protocol. Books will be quarantined for 7 days.
Newly purchased books and supplies will be received.

In Phase 2, possibly in the middle to late June, patrons will be allowed to pick up books which have been on hold, curbside, and in plastic bags.
Homebound deliveries can resume on a no contact basis by volunteers.(Starting in September)

Other Phases were discussed generally, but it was felt that details would be decided upon at future meetings.

The Zoom meeting adjourned at 4:40 P.M.
The June meeting date/time has yet to be determined.

Respectfully submitted,
Robert Mishol, Secretary