

## Library Advisory Board Minutes

Monday, June 15, 2020

- I. Call to order – Monday, June 15, 2020, 7:00 PM. Robert was not in attendance, so Steve ran the meeting.
- II. Present: Anne, Steve, Stacey, Judy, Manjula, Marty and Claire Galed
- III. Approval of minutes, February, 2020 – minutes approved
- IV. Statistics for March, April and May 2020 – reviewed. Digital/online usage has increased in the past 3 months. Ancestry.com has been added as a new library service.
- V. Friends Liaison Report: Marty Ferman reported that their last meeting was March 2<sup>nd</sup>. Their next planned meeting is in October. The recent used book sale was cancelled, and the next sale is planned for October. They have not made a decision on when they will start collecting used books again. They distributed one scholarship to a senior – Clark Fadoir – and will be donating \$2000 to the library fund shortly. Their cash balance is \$11,300.
- VI. Librarian's report:  
Upcoming Library Programs – all are online  
*Online Book Discussion Group, Monday, June 22, 7:30 PM*  
*Online Movie Discussion Series, Wednesday, June 24, 6:30 PM Lawrence of Arabia (David Lean, 1962)*  
*Monet to Dali: Birth of the Modern Art Movement, Wednesday, July 15, 7:00 PM (virtual)*  
*Online Film Discussion Series, Wednesday, 22 July, 6:30 PM Schindler's List (Steven Spielberg, 1993)*  
*Online Book Discussion Group, Monday, July 27, 7:30 PM*  
*Online Book Discussion Group, Monday, August 24, 7:30 PM*  
*Online Film Discussion Series, Wednesday, August 26, 6:30 PM The Wizard of Oz (Victor Fleming, 1939)*

Most fall programs will also be offered online. For project programs, there will be a time to come pick up your supplies curbside and then you can join the zoom meeting to get instructions.

Anne reported that she has been going into the library a few days each week (to feed the fish and empty the book drop box - which has remained open), but most staff are working remotely.

Claire asked Anne about quarantining returned books. They will place a 48 hour hold on books. Some libraries are using a 72-hour delay. There will be no fines during this time since it will be unclear exactly when the book was returned. See below...

VII. Old Business:

Library Steps – granite has been ordered and should be installed in August.

Library Survey – on hold until next meeting (September).

VIII. New Business:

Reopening the Library – see attached Reopening Plan – discussed. Highlights:

Phase 1 is mostly complete. Plastic barriers are ordered but have not yet been installed. Anne still has to place decals on the floor prompting social distancing.

Phase 2 – curbside pickup began today (June 15<sup>th</sup>). They weren't that busy.

Phase 3 – open to the public – tentatively scheduled in two weeks (Berkley is doing curbside indefinitely; Oak Park has not made any decisions). The library has been completely sanitized. The library will be limited to 12 people, including staff – which will usually be 3 members. The inside drop box will be closed. All materials will be returned through the outside drop box and quarantined for 48 hours before handling. The Gallery will be open downstairs, but there will be no receptions.

Phase 4 – resume normal activities.

IX. Public Participation:

X. Library Director and Board Comments:

This will be Laura's last meeting. She is moving out of Huntington Woods this summer.

The board will need to elect a new secretary in the fall. Stacey is also moving – but just down the street, so she will stay on the board.

XI. Next Meeting: Monday, September 21, 2020 – 7:00 PM

XII. Adjourned at 7:30 pm