

**MINUTES OF THE COATESVILLE CLAY TOWNSHIP PUBLIC
LIBRARY BOARD OF TRUSTEES**

Tuesday, April 14, 2020

5:30 PM

COATESVILLE CLAY TOWNSHIP PUBLIC LIBRARY

4928 Milton Street

Coatesville, Indiana

Meeting via Virtual Communication

DETERMINATION OF A QUORUM- Board members present; Carla Gill, Larry McCubbin, Shelly Starbuck, Jackie Cramer, Kathy Blake, Kirstie Walker, Marcy Shepard, Korleen Bledsoe, Library Director

APPROVAL OF MINUTES- minutes from March 10th and 17th Board meetings were read and approved.

OLD BUSINESS

- Town Initiatives: Annual Spaghetti Dinner has been canceled. Historical society is continuing with a community photo contest.

NEW BUSINESS

- Building closure to the public due to COVID-19 pandemic:
 - Patrons are encouraged to check out eBooks, audiobooks, & digital magazines through Overdrive and Libby apps; accounts are being updated as needed if on-line activity will not work for the patrons. Korleen will run a report to see the number of patrons utilizing the Library's electronic services.
 - Library due dates for book returns per Evergreen will be June 30th.
 - Each day, books are being removed from the dropbox, disinfected, checked in, and put on the shelves.
 - WiFi range has been extended to the streets/sidewalks so people can use it on their device from inside their vehicle if internet access is necessary; signs have been posted with the WiFi name and password.
 - Staff are viewing professional development videos and webinars, and reading books for reviews while they are at home; can come into the library one at a time and help re-organize shelves and pull books for the winter book sale.
 - Communicating with Mill Creek Community School Corporation's Superintendent to see how we can help students with e-learning, food distribution, etc.
 - Coordinating volunteer efforts with Coatesville Christian Food Pantry.
- When the 'stay at home' order is lifted, the State library is recommending we do a 'soft open' to keep from being over-burdened, and to make sure the staff stays safe. By 'soft open', we can let the patrons place items on hold, to be picked up curbside. The patrons will call when they are outside in the driveway, and the staff will deliver the items to the patrons' unoccupied vehicle seat or rear hatch; no lingering or transfer of germs during this process.
- Discussion of electronic signatures for Board members. Motion made by Larry McCubbin to approve resolution to allow e-mail responses to count as signatures for accounts receivable register. The motion was seconded by Jackie Cramer, the motion passed.
- Meeting dismissed at 6:20 p.m.