

**Minutes of the COATESVILLE CLAY TOWNSHIP PUBLIC
LIBRARY BOARD OF TRUSTEES**

Tuesday, May 12, 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 were Larry McCubbin, Marcy Shepard, Shelly Starbuck, Kirstie Walker, Jackie Cramer, Kathy Blake, Carla Gill and Korleen Bledsoe, Library Director

APPROVAL OF APRIL 2020 MINUTES- approved.

OLD BUSINESS

- Town Initiatives: Coatesville Historical Society is sponsoring a photo contest through November 15, 2020; more details can be found at <https://coatesvilleindiana.org/PhotoContest.html>
- New guidelines from the CDC recommends returned library materials be quarantined for 72 hours before check-in/shelving instead of using disinfecting wipes and immediately shelving upon arrival
- Extended WiFi still available to patrons outside the building – signs posted on the front door and in the windows along the south sidewalk
- Electronic Signatures from Board Members are not necessary for claims approval. On March 19, 2020, State Examiner Directive 2020-1 noted “The governing body may designate one of its members to approve claims for payment in advance of board allowance. The board must allow those claims at its first meeting after the Public Health Emergency has ended.”

NEW BUSINESS

- Library services may continue with permission of May 1, 2020 Executive Order 20-26 “Public libraries may reopen when allowed by their own policies, but subject to social distancing and sanitation measures being employed.” -*Indiana public health disaster emergency is still declared through June 4, 2020.
 - Washable/reusable face masks, filters and disposable gloves have been purchased for extra staff safety; masks and filters, as well as gloves have been delivered; Also have requested PPE (Personal Protection Equipment) to be sent through the state’s recently created PPE Marketplace program. If approved, we will be receiving 50 masks, 1 gallon of hand sanitizer, 10 2-oz. hand sanitizers, and 10 face shields. received
 - Recommend no patrons inside the building at this time due to limited supply of disinfectants, sanitizers, soaps, toilet paper, paper towels, etc.; Offer curbside checkouts – see proposals; will review/evaluate health and safety measures and

disinfectant supplies at June's Board Meeting before deciding if we allow patrons inside the building after that 1-7 Tuesday, Thurs, noon-5 sat. Carla motion made the motion to allow curbside checkouts, Larry seconded motion and the motion passed.

- Discussion regarding using sneeze shields at the library.
- A new, more efficient remote printer has been purchased for patrons to use. Remote printing and faxing will be available by request/appointment. Documents can be sent directly to coatesvillepubliclibrary@hpeprint.com from any device anywhere. Patrons may also air print from the parking lot as long as they are connected to the library's Wi-Fi. We will take precautionary measures when delivering printed items and faxes to patrons.
- White duct tape has been applied at 6-foot intervals to request patrons to keep a safe distance once they are allowed inside the building; Discussion regarding closing the water fountain.
- Access to every-other-public-computer terminal has been removed. We will only have two public computers available in order to comply with safe distancing. Keyboards and mice have been covered with disposable plastic wrap (Glad Press and Seal) that can be easily removed/replaced after a patron has finished. As an added protection, we will use the other two keyboards and mice to swap after patron has finished.
- Summer Reading is scheduled for June 10, 17, 24 and July 8, 15, 22. – Suggestions for virtual programming, weekly packet pick-ups, etc.; Discussion regarding subscription to a video conferencing package such as Zoom, GoToMeeting, Skype for Business, Join.Me, Google Meet, Bluejeans Meetings, Microsoft Teams, ClickMeeting, etc. Discussion regarding subscription to the ZooBean/Beanstack tracker app for the children to log reading, earn badges/prizes, discover recommended books? Zoom 14.99/mo June/July Jackie motion to pay for Zoom access for summer regarding program, Carla seconded and the motion passed.
- Claim #8336 written to Endeavor Communications for \$107.48 on 4-14-20 was credited to the incorrect account, making our April telephone bill delinquent. The correctly billed amount due in April should have been \$181.47. While adjusting to working from home in coordination with taking 24/7 care of her newly-released semi-mobile husband from the physical rehab facility, and helping 3 children with on-line learning, Korleen printed off the Endeavor bill for Coatesville Christian Church instead of Coatesville-Clay Township Public Library. When Coatesville Christian Church telephoned in to pay their bill, they were told their balance due was \$0.00 (because our check paid their balance). Korleen has made arrangements for Coatesville Christian Church to write a check to the library for the \$107.48 to reimburse us for what we applied to their phone bill. The total bill for May is \$362.94.
- Dismissal at 6:52 p.m.