

Wilton Public and Gregg Free Library
Trustee Board Meeting Minutes
May 8, 2020

At 8:00 a.m. Ron Brown conducted a roll call of the trustees as they met electronically. Attending were Library Director Pat Fickett and trustees Nikki Andrews, Ron Brown, Felice Fullam, Alison Meltzer, Molly Shanklin, Lynne Stone (left at 9:10), and Mary Ellen Brookes. Alternate trustee Peter Howd was absent.

Approval of minutes from May 5 - (Molly, Nikki) approved

Review of Questions Before Reopening from the Task Force

What do the Director and Board of Trustees need to know?

The group should keep up to date on guidelines, know the local conditions (town, county, state) and know the percentage of the new tests that are positive. They should be ready to adapt to changes and go back and forth between stages in order to protect the staff and public. Pat mentioned that reopening is a timeline rather than an event. The Task Force should issue a Best Practices document in about one week.

What are the Board of Trustee responsibilities?

Although Primex will send information, the board felt that our policy should be reviewed by independent legal counsel so that we may be aware of any legal consequences of our decisions.

Nikki suggested a statement for the Policy Handbook: Persons/patrons are required to follow Library policies regarding the health and safety of patrons, staff, and the general public.

Implementing proper cleaning, distancing, and disinfection practices will lead to extra budget expenses.

Molly and Lynne will work on writing a rationale explaining the rules to the public. A list of rules will be posted for patrons to read before they enter the library.

Ron will rewrite the Unattended Child policy.

What are Director responsibilities?

It is stressful for the staff to adapt to the many changes caused by the pandemic. They deserve recognition from the trustees. Ron will organize our individual thanking and Alison will contact Vistaprint.

The Pandemic Policy has already served as a guide. Following the stages listed at the April meeting, Pat continues to work on safe practices such as cleaning stations, social distancing including a traffic pattern using only one door to outside, sneeze guards, proper use of PPE, handling of materials, the answers to patrons' wishes and overcoming barriers to their re-entrance.

What are employer responsibilities to employees?

The employees must have safe working conditions as mentioned above and must be provided with the necessary materials. Pat mentioned the expense of CDC-approved cleaning agents.

What are the Library's safety responsibilities to the public?

Each phase of reopening will have its particular staffing, tasks, and supply lists.

At the next meeting, we will discuss how the existing pandemic policy can be adapted for the long term. Before the next meeting we will become familiar with the entire policy manual and at the meeting will address Molly's suggestions:

- emergency procedures and policies
- implementing the sick policy
- infectious disease and preparedness plans
- a policy for prompt identification and isolation of sick people
- a cleaning policy

The meeting ended at 10:20 a.m.

The next meeting of the trustees will be at **8:00 a.m. on Friday, May 15.**

Mary Ellen Brookes 5/8/20