

Special Board Meeting Minutes July 10, 2020

Present: Anne Zuber, Jess Doheny, John Dominy, Michelle Contarino, Carol Murphy, Carol Newman, Megan Walsh and Ellen Hummel

Michelle Contarino called the meeting to Order at 7:20 p.m. at which time the Open Public Meeting Notice was read.

In compliance with the Open Public Meetings Act of the State of New Jersey, notification of this meeting has been sent to The South Jersey Times, and posted on our webpage, at the post office and on front door of the library.

Board discussed the guidelines/special policies for opening on Covid-19. See attached Guidelines for Reopening.

- Staff will not be taking temperatures or requiring reservations. There are rarely multiple people in the library.
- The Board specifically noted that it would support the staff in denying access to anyone not complying with the procedures and asked Anne Zuber to encourage the staff to come forward with any concerns or suggestions.

J. Dominy made a motion to approve the Guidelines as presented by Anne. J. Doheny seconded the motion. All in favor.

Meeting was adjourned at 7:48 pm.

2020 Meeting Dates: 1/4/20 at 10 a.m. Reorganization Meeting 2/5/20 3/4/20 4/1/20 (Rescheduled to 4/6/20 online) 5/6/20 (online) 6/3/20 (online) 8/5/20 9/2/20 10/7/20 11/4/20 at 7 pm

Next Meeting Scheduled: August 5, 2020 at 7 pm

Special meeting of Wenonah Public Library Board of Trustees
Zoom meeting held Friday July 10th, 2020 7:00PM

Please review and approve the following special policies implemented until further notice to address library operations during the COVID-19 pandemic.

The following is a summary of the recommendations set forth by Gov. Murphy in EO#157, section 7, pg 13.

- a. Limit # to 25% occupancy indoor
- b. Limit # to 6 ft distance outdoor
- c. Require reservations for services
- d. install physical barrier
- e. sanitize equipment
- f. mark 6 ft distance
- g. advertise handwashing, tissues, cough and sneeze etiquette
- h. offer employees breaks for handwashing
- i. provide hand sanitizer, wipes, and masks
- j. restroom limits
- k. sanitize high touch surfaces; frequently clean counters, door knobs, handrails, desk/table tops, keyboards, and chair backs.

The following guidelines will be posted on the LOGIN-libraries.org website.

Date of your reopening. July 6, 2020

Regular open hours will be resumed.

Patrons and staff are required to wear masks.

Patron use of bathrooms is restricted.

Library will NOT be accepting donations.

Reopening max capacity (libraries are permitted to open at 25% capacity) 10

Indoor library services will be open to other library cardholders.

Patrons will be able to access public computers with time limits.

Contact free services will still be offered.

Measures taken to responsibly re-open Wenonah library to indoor use by patrons.

Vestibule area is to be outfitted with hand sanitizer, hand wipes, and masks for patron use upon entering the building.

Signage to alert patrons to our new requirements for masks and recommendations for social distancing, cough and sneeze etiquette.

We will have a dated sign-in sheet for contact tracing, along with a waiver form to be signed by each patron on their first visit back to the library.

A sneeze guard was installed along the front counter with floor markings at a distance of 6 ft.

Staff will periodically wipe high touch areas, including counter and table tops, door knobs, and keyboards.

Signage in restroom asking patrons to use sanitizing wipes and spray. Public use of restroom will be discouraged, but allowed in emergency situations (kids. etc...)

All library items returned by patrons must be placed in the outside book return. Upon removal by staff, they will be placed in a quarantine area for 3 days in the curtained alcove beside the fireplace.

We will continue to offer contactless circulation.