

## Elma Public Library Board of Trustees meeting

June 15<sup>th</sup>, 2020

Present: Tom Carloni, Sue Sudlik, Tom Pirrung, Ellen McGreevy, Terry Booth, Eileen Holden, Nathan Clinard

The meeting was called to order at 1:34 PM

**Minutes:** The minutes from the May 26<sup>th</sup> meeting were reviewed and amended. The March 10<sup>th</sup> minutes were also reviewed.

**Librarian's Report:** Tom told us that the g-mail account was up and running with printing pick up service provided. Kate has had many views and great feedback from her on-line story time. Everything has been running smoothly with the drive through pick up and reduced open hours.

**Treasurer's Report:** We received a donation from our Amazon Smile account. Tom purchased a space heater. All bills have been signed and paid.

### SUB COMMITTEES

**ACT:** none

**FOTEL:** Lisa has been helpful in keeping folks informed as to what has been happening.

**Building and Grounds:** Jimmy is working on the AC repair and Larry is back to with with limitations. Tom will contact the town about cleaning up the landscaping. If the town has no plans, Tom will contact Northridge to set something up to clean up all the beds.

**Publicity:** There was an article in the Elma Review about the opening of the Library.

### OLD BUSINESS

**Curbside:** was a big success. Did a non-stop business the first 2 days and it will still be available. It was difficult to take all of the phone orders with only one line. Tom will see about using the FAX line if necessary. Some orders were taken using Facebook Messenger. Ellen suggested exploring an email order form.

**Updated Investment Policy:** The policy was reviewed by the board and Tom P motioned to accept the policy as presented. Sue seconded and it was approved 6-0.

### NEW BUSINESS

**Rules of Conduct:** The updated rules of conduct were reviewed by the board. Terry made a motion to approve the updated policy. This was seconded by Sue and passed 6-0.

**Reopening Plans:** The hours will stay the same as they are when the library opens for inside service. When Erie County moves to phase 4, the library will move to longer hours, 4 eight hour days. If this goes well, the hours and days will resume to normal operation hopefully by the end of summer.

**Safety Plan:** Terry made a motion to approve the present safety plan. This was seconded by Nate and approved 6-0. The library is not accepting used books at this time. The Board toured the library to look at the present set up.

Tom P made a motion to accept all reports and adjourn which was seconded by Eileen and passed 6-0.

The next meeting will be on Tuesday, July 14<sup>th</sup> at 6:30 pm

Respectfully submitted by Terry E. Booth