

**Lackawanna Library Board of Trustees**  
**Online Board Meeting May 28, 2020**

Call to order 5:30 pm.

In Attendance: Bill Tojek, Michelle Saniewski, Michael Sobaszek, Dean Otoka, Andrea Haxton, Meghan Soderholm and Jennifer Johnston.

- The Board voted unanimously not to offer curbside delivery.
- The Board voted unanimously to reopen the library to the public on June 15<sup>th</sup>. This date is subject to change as more information comes in. We will meet again on June 10<sup>th</sup> @ 5:30 to confirm that date.
- Our maintenance men will start on June 8<sup>th</sup> to do a deep clean and prepare the building and grounds for reopening.
- We are opening at 20 hours a week with half of our staff and half of our maximum occupancy allowed in the building at one time. The director, library assistant and the regular part time librarian will return to work. Two part time pages will return as well. The plan is to increase staff, hours and number of people allowed in the building as we are allowed from New York State.
- Hours are M, T, and Th 10-3 and Wed. 3-8. We will be closed F, Sat, and Sun to let the building air out over the weekends.
- Every other computer will be shut down to practice social distancing and computer time will be limited to one hour. All chairs will be removed so patrons are not encouraged to spend a lot of time hanging out.
- All rooms downstairs will be closed to the public except for the restrooms. We are getting locks and keys made for the restrooms so we know when to clean them when the key is returned.
- We will monitor the media room closely to insure social distancing.
- Central is sending disinfectant products, masks, face shields, gloves, and plexiglass shields for the front desk. No one will be allowed entry into the building without a mask. Staff will have health checks before each shift begins. Central is sending signage for new protocols.
- We are working on a formal Safety Plan and Reopening Plan that will be amended and/or adopted at our meeting on June 10<sup>th</sup>.
- The book drop will also be open and the staff will quarantine all materials returned at the drop or at the desk in boxes for 72 hours. Items can then be

sent to the appropriate library. Our returned materials must be quarantined as well before being shelved.

