

South Berwick Public Library  
Library Advisory Board Meeting Minutes  
May 19, 2020 Zoom Meeting at 7:00 PM

Attendees: Karen Eger, David Gagnon, Hilda Howell, Chris "Mike" Siebach  
Unable to attend: Katherine Gilchrist, Mark Dutra

Approval of January minutes: Hilda motioned to approve, David seconded. It was approved. Mike will attest the minutes and get them to Barbara Bennett.

Old Business: Handicap Ramp

Karen reported that Perry has money for it and will get the project rolling. A bid will need to be prepared and a contractor chosen.

HVAC repair update: It is fixed and the heating system works.

New Business:

Curbside service: Plans to "open" the library with curbside service only which will begin on June 2nd for the public. We reviewed and discussed the first draft of this procedure. Karen said the staff met yesterday.

David asked if the staff will be wearing masks. Karen said they will be wearing them inside and outside.

Karen said hand sanitizers are not at each station yet but each staff member has been assigned a bathroom and had his/her own phone and computer.

Karen said they are researching how long returned books need to be quarantined.

Looking at 72 hours which David said is pretty realistic. Books taken out of the book drop will be put on a cart and left for three days.

Mike asked about inter library loaning. None at this time.

Hilda asked how long books may be kept. Three weeks.

David asked if staff feels comfortable being a "runner" to get books. Karen said yes.

Karen said home delivery could be done if people needed it.

We discussed how people like to browse in the library especially if they don't know what they want to read. Karen will offer the links to Novalis, Goodreads and Book Bub for our patrons as these sites offer lists and reviews of new books and reviews.

In preparing for a "soft" opening of the library in the future, Karen said it may be by appointment for patrons wanting to use the computers.

The curbside service will be for volunteers and advisory board only beginning May 26th so the staff can practice and revise as needed.

Karen also discussed a Surface Treatment procedure and product and asked David to research this for use on keyboards and other public touch spots.

The meeting was adjourned at 7:45 PM.

Respectfully submitted by Hilda Howell

