



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, June 9, 2020 – 4:30 P.M.

Via Zoom

Present: Rita H. Smith - Chairman

Peter Vaccarelli

Mary Veillette

Patricia Fahey

William Stowell

Jo-Ann LoRusso – Library Director

Also Present: Rachel Primus, Recording Clerk

Absent: Robert Desmarais, Sr.

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:30 P.M.

Approval of March 10, 2020 Meeting Minutes

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Peter Vaccarelli to **APPROVE** the March 10, 2020 meeting minutes.

Trustee Reports

• **Treasurer's Report**

Bill Stowell said he had emailed the report to everyone. The report covers March 1, 2020 through May 31, 2020. There has been no activity, everything is the same.

Total brick sales to date = \$52,260.00

Total expenses to date = \$29,562.95

Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,697.05

VOTED: Unanimously on a motion by Patricia Fahey and seconded by Peter Vaccarelli to **APPROVE** the treasurer's report.

• **Secretary's Report**

Rita Smith said that Bob was not present at tonight's meeting to read his report, but JoAnn has sent out all the correspondences she has received which have all been positive. People are very happy with how things are being handled.

Director's Report

JoAnn LoRusso said it has been 15 weeks of Covid -19. She said that patrons of the library, which includes any person in the State of CT that is in the system, has been able to access the curbside pickup. People are limited to 5 materials at a time. She reported that the staff has been healthy and well. The process has been to fill the orders, put them out at the curb, and then the patrons come and pick them up. Currently they are not accepting new library cards, but they have extended renewals. She said the book drop is still a sensitive hot spot. Staff has to go in with protective gear and then keep items quarantined for at least 2 weeks. She said there has

been a little bit of frustration with the new books, but they have increased the number of copies and the number of best sellers. She said they have been able to manage the budget and will definitely have extra money to give back to the town.

JoAnn said they are planning a conservative approach, with an increase in curb side with no reason for patrons to enter the building. They have been doing kits for school age children, with reading lists available. They are also giving away jigsaw puzzles and paper backs that were previously donated to the library before the pandemic. They have put away the furniture, taken down the computer station and are waiting for the Plexiglas for the front desk area.

JoAnn said she has been in contact with Friends, and they are in agreement not to accept any books. They are not having volunteers in the building and are limiting it only to staff.

JoAnn said that the State library recommends the amended code of conduct. In the next phase, should would like to extend the hours until 5PM. She noted there will not be any programs offered anytime soon.

Pat Fahey asked about the re-opening plan and the need to purchase sanitary supplies. JoAnn said there is not enough masks, glove, Clorox wipes, hand sanitizer and dispensers, and Plexiglas. There was a discussion regarding the Plexiglas. Pete Vaccarelli said he has an order placed with Bushka. Mr. Vaccarelli also said he had recommended to the First Selectman to keep the library running exactly as they have until at least July 1, 2020.

VOTED: Unanimously on a motion by Bill Stowell and seconded by Patricia Fahey to **APPROVE** the Director's Report.

Old Business

- **Library Stationary**

Rita stated there will not be a discussion at this time, as she has not been in touch with the individual who was working on the design.

New Business

- **Code of Conduct Policy – Covid-19 Addendum**

Rita Smith said the code of conduct policy will be implemented when the library does open. The Board reviewed the policy. Bill asked how JoAnn came up with 10 patrons allowed at a time in the library. JoAnn said the number was based on the number of employees and what they felt comfortable with. Pat suggested the use of hand sanitizer be available in the lobby, prior to entering the main facility. Rita suggested contacting the paper to let the patrons know what the changes would be as well as updating the library's website. They still wanted to encourage the curb side pickup. The board decided to remove the line of the policy that stated staff would take a patron's temperature upon entering the building. Rita suggested having the town attorney review the policy. It was decided to add that any revisions could be made at the discretion of the library director.

VOTED: Unanimously on a motion by Bill Stowell and seconded by Mary Veillette to **ADD** the Covid-19 Addendum to the Library Code of Conduct as of 06/03/2020.

Public Comment

None

Adjournment

VOTED: Unanimously on a motion by Bill Stowell and seconded by Peter Vaccarelli to **ADJOURN** to meeting at 5:20 PM.

These minutes are submitted subject to approval.
Respectfully submitted,

Rachel Primus
Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk
Web Master

Middlebury Public Library

Code of Conduct Policy

COVID-19 Addendum

- Patrons must wear a face covering at all times while in the library unless under 2 years of age in accordance with CT State Executive Orders.
- Only 10 patrons are allowed inside the library at the same time.
- Patrons are limited to 30 minutes per visit.
- Patrons with a temperature or feeling sick, should not come into the library.
- Patrons must practice social distancing by maintaining 6 feet apart from other patrons and staff at all times.
- Follow directional markers throughout the library.
- No social gathering in the library.
- Patrons must use hand sanitizer as they enter the library.
- Return all materials in the outdoor book drop.

The Middlebury Public Library will continue to monitor public safety.

Revision to this Addendum is at the discretion of the Head Director.

REVIEW AND ADOTPED:

This policy is subject to continuous review.

Reviewed by Town Atty. on _____

Adopted by the Library Board of Trustees on June 9, 2020

	MAY 2020	As of March 16th, select from home and overdrive services only due to Covid-19.
Circulation	1955*	Items put in book drop needed to be quarantined and were checked out to BOOKDROP.
Programs	Number of Programs	Number of Attendees
Adult	0	0
Children	0	0
Zoom - Children	3	27
YA (12-18)	0	0
Technology	0	0
Outside Groups	0	0
Program Total	3	27
Study Room Usage	0	0
Library Cards	3217 Active Cards	1 New Residents
Collection Size	73198	

Middlebury Public Library

Reopening Plan

Written by Library Director Jo-Ann LoRusso

June 3, 2020

In accordance with the "Stay Safe, Stay Home" Executive Order by Governor Lamont on March 23, 2020, 169 Connecticut public library buildings closed to the public due to the COVID-19 pandemic. The Middlebury Public Library's services continued while the building remained closed to the public.

The Middlebury Public Library was able to provide services to patrons without physical contact to date by offering a *Select from Home* pick up service for our community and surrounding towns. Outdoor book carts are stocked daily with patron library material holds, puzzles, tax forms, and crafts. Our library digital catalog offers New York Times bestselling books, Nutmeg Award-winning titles, reading level kits, Teen Books to Movies sets, DVDs and themed bundles for adults to checkout. Virtual story times, remote printing services, online databases, and free Wi-Fi in our parking lot are offered also. We have recently added a Tell Us Your Story project and virtual museum tours to our website, www.middleburypubliclibrary.org.

Reopening our building during this unsettling time remains challenging. Across the state, public library buildings and services remain closed. Woodbury Public Library and Southbury Public Library recently offer curbside pick up to their residents only. Residents only is a violation of our agreement with the Connecticut State Library's Borrow-It grant funding program. The Middlebury Public Library will continue to prepare for reopening the building and expanding services to the public in accordance with the Governor's directives for public spaces.

A three-phase plan of action to reopen the Middlebury Public Library's building and expand services is provided. This plan needs to remain flexible as new information becomes available. The safety of the library staff and community continues to be top priority!

Present: Phase 1

- Town of Middlebury employees only in the library. No volunteers until further notice.
- Middlebury Public Library's *Select from Home* pick up service continues to be offered to our patrons.
- Virtual programs will continue to be offered through the use of video conferencing, social media, and online platforms.
- Staff work routines are modified to ensure physical distancing from other staff members, safe handling of materials, and nonphysical interaction with the general public. This includes COVID-19 library hours as follows: 10AM to 3PM, Monday to Friday, closed on Saturday, Pick up service only.
- Personal protective equipment (PPE) is required to be worn by the library staff which includes gloves and masks when handling materials from the book drop and receiving deliveries.

- The book drop remains open for return of materials. Books are to be quarantined for 3 days before handling and checking them in.
- Library staff will observe the CDC's 72-hour quarantine protocols. The returned materials will remain in isolation in the Larkin Room in clear plastic bags by date.
- Materials leaving quarantine will be properly disinfected and returned to circulation.

The New England Journal of Medicine advises COVID-19 virus lasts in the air and on different surfaces as follows:

-72 hours on plastic-book covers, computer key boards/mouse, chairs, telephones, pens, copier machine, counter tops, and library cards

-24 hours on cardboard and paper

-48 hours on stainless steel door knobs, bathroom latches, and facets

- Library reconfigured public space and staff workstations to adhere to government mandates pertaining to social distancing. (See FLOOR LAYOUT diagram)
- Additional equipment to boost Wi-Fi signal for wider accessibility inside and outside the library has been implemented to ensure that Wi-Fi is accessible to the community.
- Middlebury Public Library's lower level basement is housing additional library furniture and supplies. It remains open to Town of Middlebury employees only until further notice. (See PHOTOGRAPHS 1-5).
- No acceptance of book donations or Friends, Inc. book sales until further notice.

Phase 2 requires safety measures in place for the library staff and community prior to reopening the physical building. The Middlebury Public Library's *Select from Home* pick up service will remain available to the public including virtual programs as we continue to monitor public safety.

Phase 2: Date to be determined

- Library Board of Trustees adopt a Code of Conduct Policy: COVID-19 Addendum.
- Clear signage of the adopted Code of Conduct Policy: COVID-19 Addendum will be posted on the Middlebury Public Library's website, information desk, and lobby prior to reopening.
- Patrons must wear a face covering at all times while in the library unless under 2 years of age in accordance with CT State Executive Orders.
- COVID-19 library hours open to the public are as follows: 10AM to 5PM Monday to Friday, Closed on Saturday.
- Room reservations, programs, and volunteer services are currently suspended until further notice.
- Daily janitorial services will need to resume and revised daily cleaning protocols need to align with virus management guidelines provided by the CDC and government mandates.
- Social distancing protocols will need to be enforced limiting the number of patrons to 10 in the library building with a 30minute time limit and banning group gatherings.
- The Middlebury Public Library will need to be able to purchase sanitation supplies deemed necessary

- Restrooms will limit the occupancy to one person at a time. Children's restrooms will remain closed. Paper towel dispensers for public restrooms installed prior to reopening.
- It is recommended that installation of plexiglass shields at public service desks and counters be installed before reopening to the public.
- Materials will be due as scheduled and fines will resume.
- Library staff will continue to observe the CDC's 72-hour quarantine protocols when handling book returns. These materials will remain in isolation in the Larkin Room in clear plastic bags by date.
- Study rooms, computer stations, copier/fax machine, Connecticut history room, café, meeting rooms, teen lounge area, and children's room will be temporarily closed due to insufficient sanitation capabilities and social distancing protocols upon reopening.
- Daily newspapers and periodicals will be temporarily removed from circulation for patron's safety.

Phase 3 will go into effect once the Middlebury Public Library evaluates Phase 2 and current COVID-19 conditions. Our Phase 3 goal is to expand library services and lift restrictions in a safe manner.

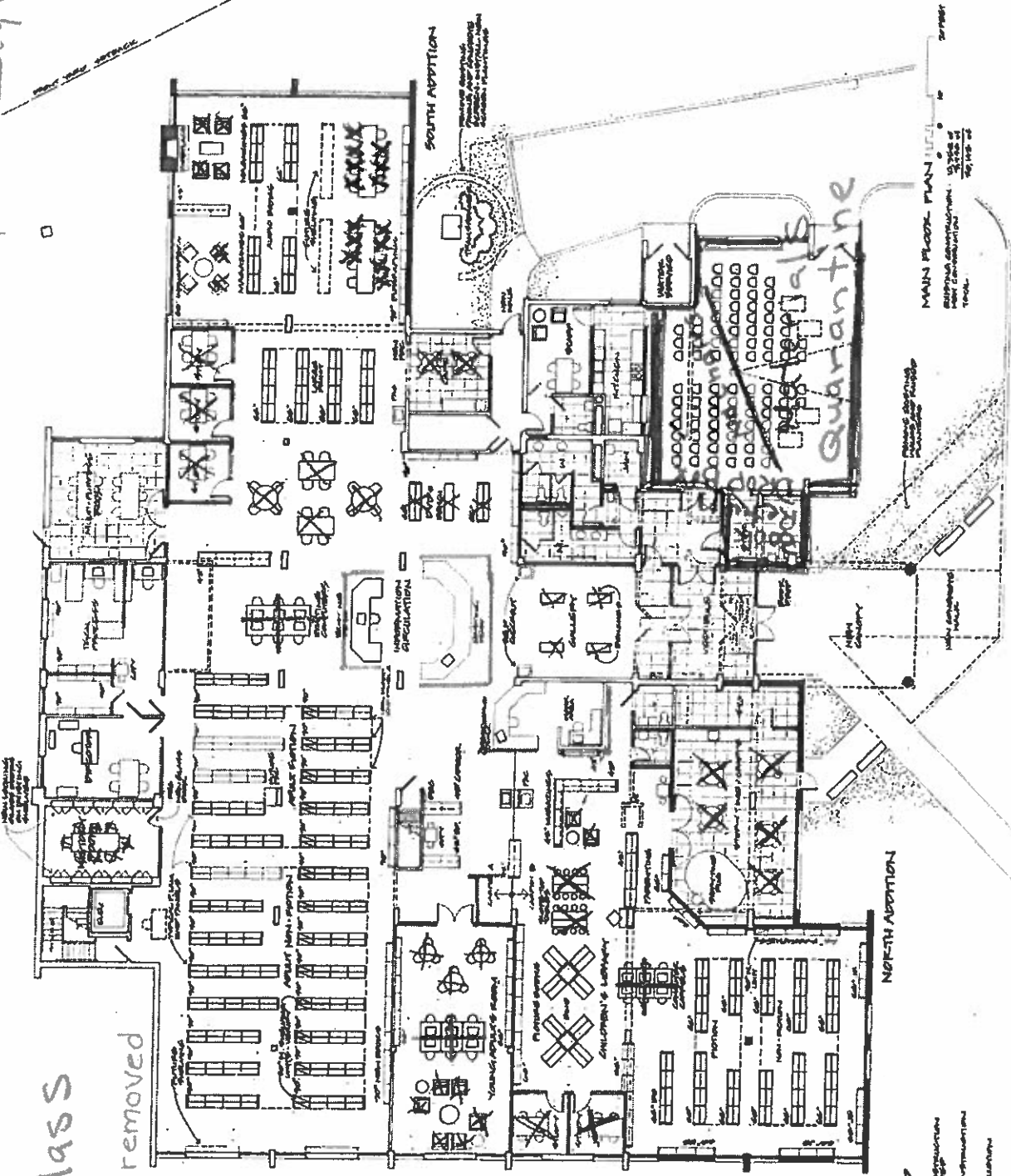
Phase 3: Date to be determined

- Expand library hours open to the public: To be determined.
- Patrons must wear a face covering at all times while in the library unless under 2 years of age in accordance with CT State Executive Orders based on current information.
- Social distancing protocols will need to be enforced limiting the number of people in the library building and banning group gatherings based on current information.
- Middlebury Public Library's *Select from Home* pick up service will remain available to our patrons, as well as, virtual programs.
- Library staff will continue to observe the CDC's 72-hour quarantine protocols. The returned materials will remain in isolation in the Larkin Room in clear plastic bags by date.
- Study rooms and copier/fax machine will become available to the public as sufficient sanitation capabilities become available based on CDC's quarantine protocols.
- Computer stations will be limited to 30 minutes per session when keyboards and mouse can be sanitized properly following the CDC's quarantine guidelines and social distancing protocols.
- Room reservations, programs, and volunteer services remain suspended as the Middlebury Public Library continues to monitor public safety.
- Café, Connecticut history room, meeting rooms, teen lounge area, and children's room will continue to be temporarily closed.
- Daily newspapers will remain temporarily removed from circulation for patron's safety.
- Periodicals will be added back into circulation as sufficient sanitation capabilities become available based on CDC's quarantine protocols.
- Restrooms will limit occupancy to one person at a time. Children's restrooms will remain closed.
- Middlebury Public Library's lower level basement remains closed to non-staff.
- No acceptance of book donations or Friends, Inc. book sales until further notice.

5/12/2020

Floor Layout chart

Red = Plexiglass
Blue = furniture removed



Additions and Renovations to the :
 Middlebury Public Library
 30 Clark Road
 Middlebury, Vermont

- ▲ 11' Panels, 10' high
- ▲ 10' Panels, 10' high
- ▲ 9' Panels, 10' high
- ▲ 8' Panels, 10' high
- ▲ 7' Panels, 10' high
- ▲ 6' Panels, 10' high
- ▲ 5' Panels, 10' high
- ▲ 4' Panels, 10' high
- ▲ 3' Panels, 10' high
- ▲ 2' Panels, 10' high
- ▲ 1' Panels, 10' high

SCALE: As shown
 DWT: 1/8" = 1'-0"

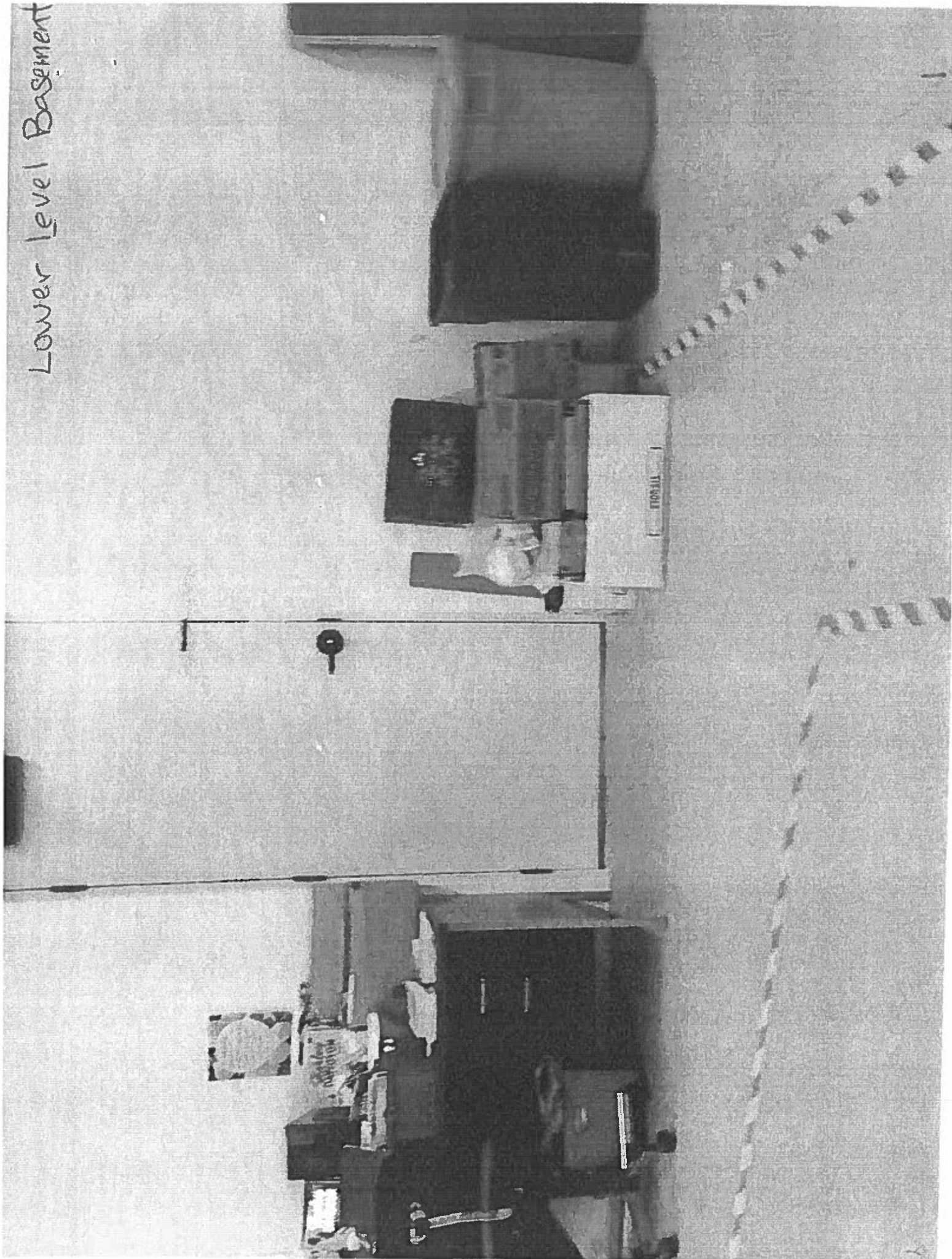
KENYON & CUTLER
 ARCHITECTS

1000 CONSTRUCTION ROAD
 MIDDLEBURY, VT 05753

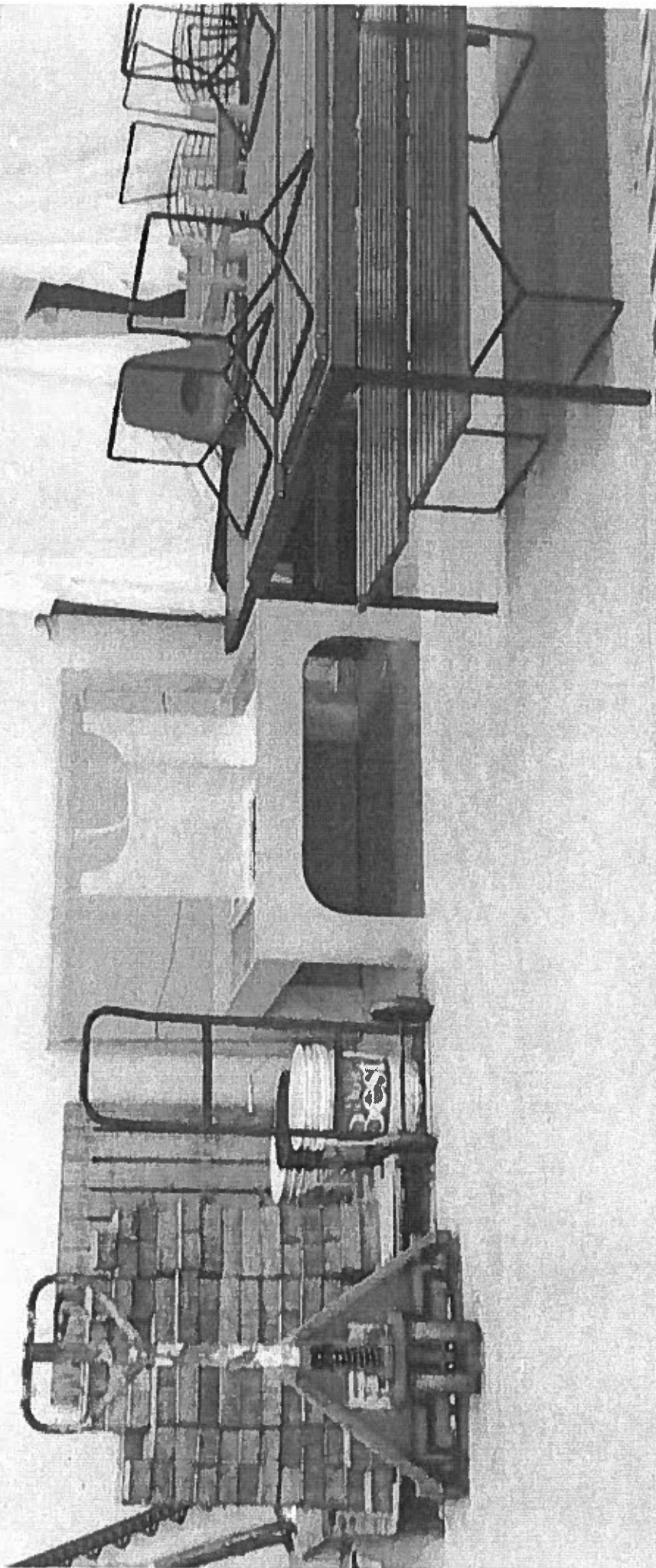
PROJECT:

- PRAPING: LEGS
- REMOVING LEGS
- REMOVING LEGS
- REMOVING LEGS
- REMOVING LEGS

Lower Level Basement

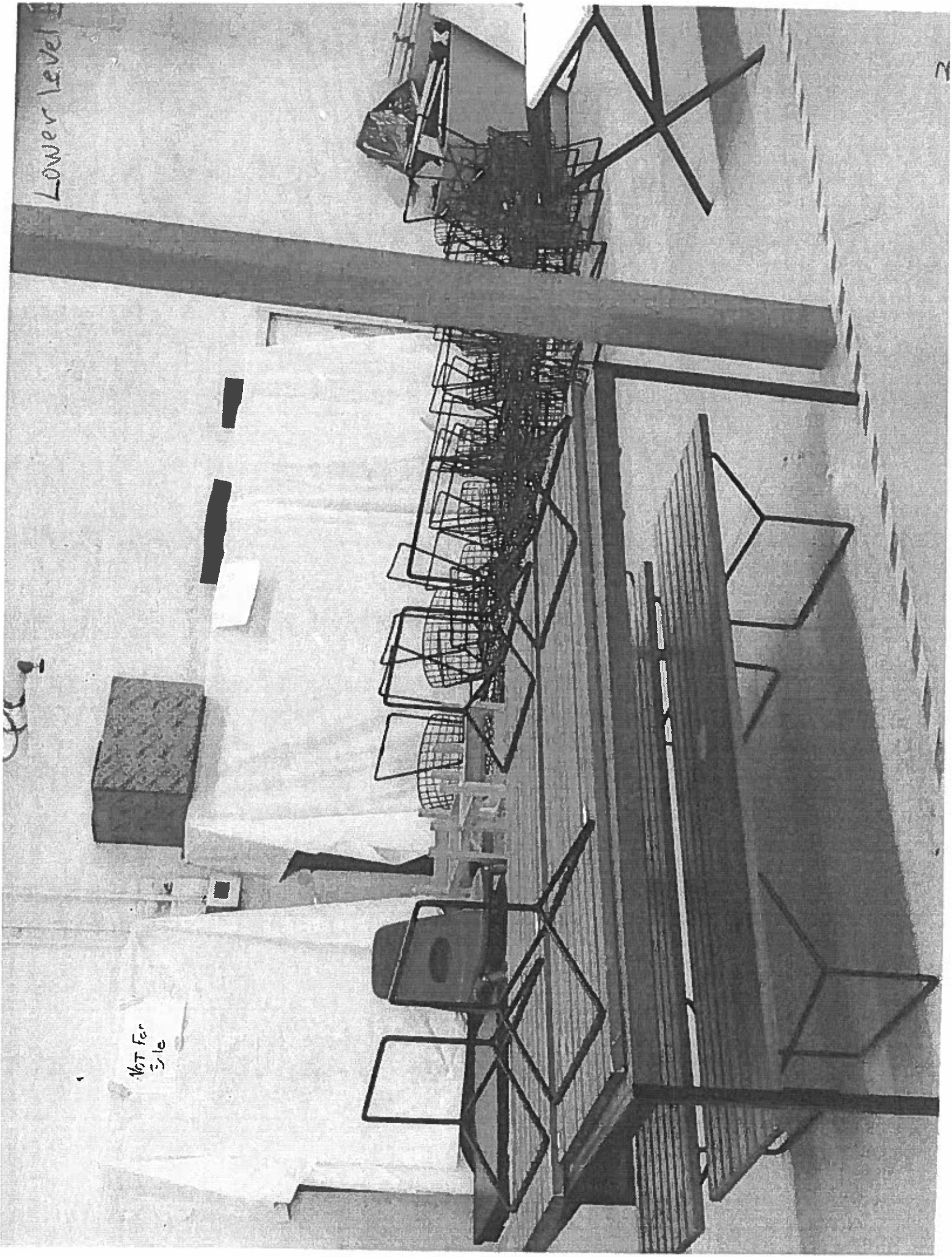


Lower Level Base



Lower level

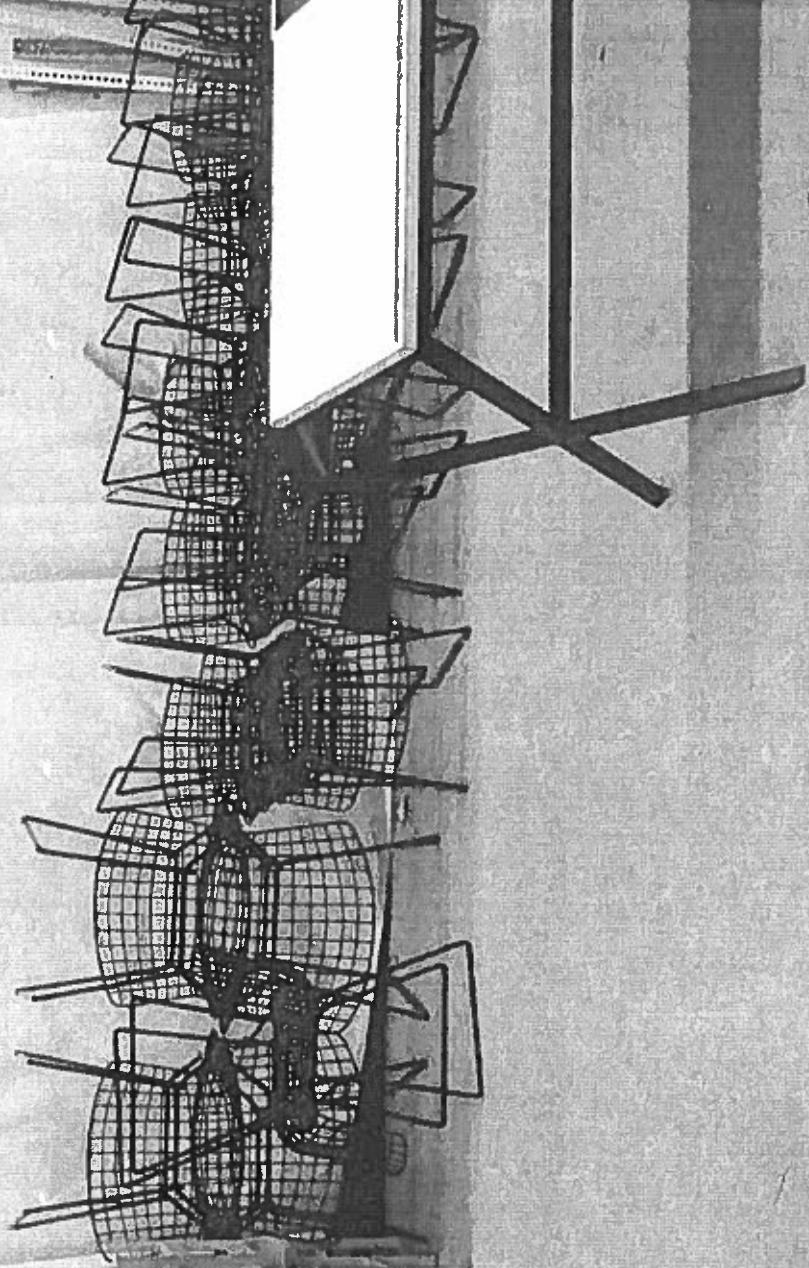
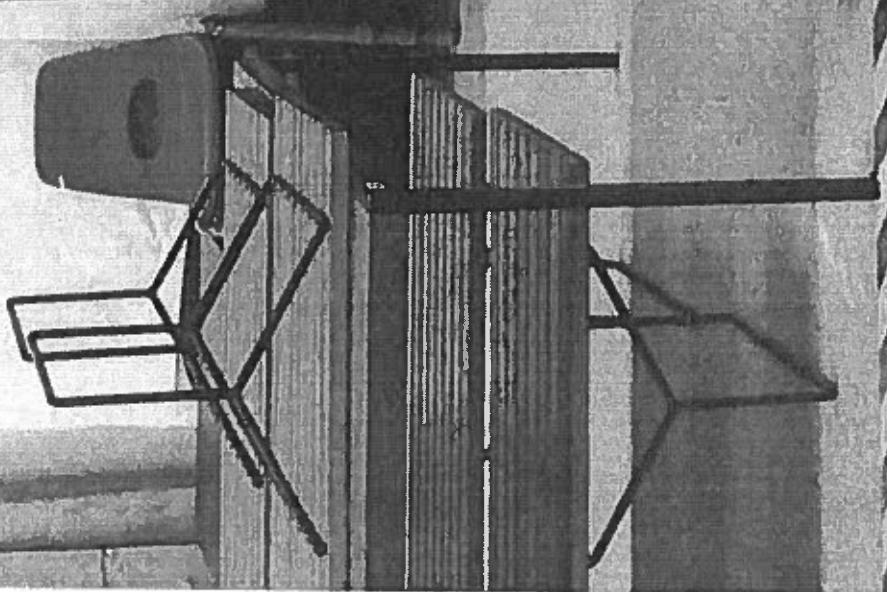
Not For Sale



Lower Level Basement

Not For Sale

Not For Sale



H



LOWER LEVEL 1000

10

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