

Lisle Free Library  
8998 NYS Rte. 79 PO Box 305  
Lisle, NY 13797

Kimberly Barker, President  
Richard Ciccicarelli, Vice President  
Kimberly S. Chidester, EA, Secretary/Treasurer (Appointed)

Trustees: James Dunham  
Katharine Kittredge  
Gary McCall  
William Priscott

August 3, 2020 - Regular Meeting - 6:30PM – ZOOM Meeting

Present:

**Trustees:** Kim Barker, Gary McCall, R. Ciccicarelli, William Priscott, Katharine Kittredge, and Jim Dunham

**Absent:** None

**Secretary/Treasurer:** Kim Chidester

**Library Director:** Cher Douglas

**Community attendees:** None

**Secretary's report:** The June 2020 meeting minutes were presented. No quorum for July 2020 meeting therefore, no meeting minutes. Gary M made a motion to accept and second by Rick C. All trustees in favor and minutes accepted.

**Treasurer's report:** The treasurer's report was read from the June 2020 and July 2020 meetings. A motion was made by Rick C and second by Katharine. All trustees were in favor and accepted. Bills paid from the Public account amounted to \$4479.29 Bills paid from the Private account amounted to \$1429.77 for June 2020. Bills paid from the Public account amounted to \$4191.44. Bills from the private account amounted to \$1303.11 for July 2020.

**Director's Report:** The June 2020 Director's report was reviewed and discussed. A motion was made by Kim B. to accept the report as presented Bill P second. All trustees were in favor and motion accepted. The July 2020 Director's report was reviewed and discussed. A motion was made by Kim B to accept the report as presented Rick C second. All trustees were in favor and motion accepted. Key points made with open discussion of trustees: Re-opening plans presented for opening bi-weekly at 2/3 capacity on Thursday August 25, 2020. Provisions for adhering to the COVID-19 protocol are providing and installing a freestanding sanitizing station right at the door. Masks must be worn to enter. Leaving books in the drop box. Staff will follow sanitizing procedures to minimize exposure. Rick C made a motion that the Library begin the re-opening process as Cher has presented. Gary second. All trustees were in favor and motion accepted. Next step "browsing by appointment" is being considered with social distancing guidelines in place. Suggestions by trustees include barriers in place near the books if more than one person at a time are in a certain general area. Communication symbols are also being considered and administered such as green - open, red-not available etc. Other considerations are closing off unused areas, not



allowing access to bathroom to limit exposure. Cher will begin safety procedures and practices with the staff and will report to the trustees the status and progress at the September 2020 board of directors meeting.

**Old Business:** PPP Loan process cancelled. No funding available. Scott and Laurie Craver may be candidates for cleaning the Library. Jim D will inquire and report to the trustees at September 2020 meeting.

**Committee Reports: Building & Grounds** – Gary reports that he will be working on getting the employee only signs up as soon as time allows.

**Policy Committee:** Cher presented the code of conduct addendum policy for trustee review and discussion. Cher followed an ALA boilerplate with suggested language for rules for compliance and has presented it to the staff. After review and discussion, Kim B made a motion to accept the policy and second by Katharine. All trustees in favor. Motion approved. Cher plans on presenting the Whistleblower policy for review at the September 2020 meeting. In October 2020, she will present the conflict of interest and compliance policy for review.

**New Business:** Cher reported to the trustees that the staffing availability is good through January 2021. Staff is currently occupying the Library commuting in on different days to limit exposure to each other. Staff hours are currently by appointment for full hours and are only open for the hours of 2-5 for curbside pickup only. Staff is currently engaged in re-organizing, cleaning, signage, grab n go craft items and book giveaways. After continued discussion, Kim B made a motion to allow appointment browsing and checkout adjusting accordingly for the consideration of the staff safety needs first and foremost. Rick C second. All trustees in favor. Motion accepted. The strategic plan deadline of January 1, 2021 is closing in. Trustees are asked to consider their thoughts or wishes for the Library over the next 5 years. More discussion will follow. Suggestions are to meet prior to the November 2020 meeting via roundtable, email, or zoom.

**Correspondence:** None

**Public Expression:** None

Meeting adjourned at 8:13PM

Our next meeting will be held on Tuesday evening at 6:30PM – September 8, 2020.

Kimberly S. Chidester, Secretary