

**OLDS & DISTRICT MUNICIPAL LIBRARY
BOARD MEETING
June 3, 2020
MINUTES**

Present:

Staff:

Lesley Winfield (Library Manager)
Marilyn Thiessen (Assistant Librarian)

Board:

Shawna Cevraini (Chair)	Inez Hannett (Secretary)
Dwayne Fulton (County Rep/Vice Chair)	Carolyn Horne (Member)
Heather Ryan (Council Rep.)	Barb Olsen (Member)
Jean-Pierre Mulago Shamvu (Treasurer)	Arliss Chute-Ibsen (Member) - Regrets

Call to Order: Shawna Cevraini called the meeting to order at 6:32 p.m.

Review of the Relaunch Plan/Policy:

Service Model:

Curbside and Shipping Services: no alterations made

Face to face Service: no alterations made

Library Materials: no alterations made

Resource Sharing: no alterations made

Health and Safety Measures:

Engineered Controls: no alterations made, suggestion that we look at automatic doors for the future

Administrative Controls:

Circulation and Patron Material Services: no alterations made

Tech Services: no alterations made

Seating and Program areas: no alterations made

Other Administrative Controls: for the Cleaning of all high touch surfaces, it was added that paper towels could be used and immediately disposed of in the garbage. The final point that all staff should WEAR masks when not protected by a shield or working alone was corrected.

Personal Protective Equipment (PPE): Patrons will be strongly encouraged to bring their own masks to wear and those who don't want to wear a mask will be encouraged to think about using the curbside or shipping service. Since free masks will be distributed through the drive-through windows at MacDonalDs, A&W, and Tim Horton's, we can refer people to those places to get masks for their whole households. That means that we can keep a stock of 100 masks available for use in the library. Staff should be encouraged to wear a mask when not separated by a glass or acrylic shield and proper protocol for wearing masks should be followed.

Plan of Services and service Levels:

Current Board Policies: Hours of Service will be changed: New Hours: Monday – Friday 9 a.m. – 5:00 p.m. Closed Saturdays. Internet access and appropriate use: Some computers will

be removed and individuals will be able to use the computers for ½ hour only with no extensions

Patron Supports :

Loan Period & Renewals: no alterations made

Fines or Fees: no alterations made

Staff Availability: no alterations made

Services for at risk Groups: no alterations made

Program Delivery: no alterations made

Staffing Requirements and Needs:

Door Greeter: Added a requirement that the greeter wear a mask and have access to a phone in case of any emergency.

All Positions: no alterations made

Moved by Dwayne Fulton, seconded by Heather Ryan that all the alterations made be approved.
Motion Carried.

Shawna Cevraini adjourned the meeting at 7:19 p.m.