

**OLDS & DISTRICT MUNICIPAL LIBRARY
BOARD MEETING
May 20, 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)

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

Approval of Agenda: Dwayne Fulton moved, seconded by Jean-Pierre Mulago Shamvu that the agenda be approved as presented. Motion Carried.

Approval of Minutes: Barb Olsen moved, seconded by Carolyn Horne that the April minutes be approved. Motion Carried

Outstanding Business: none

New Business – Discussion on Relaunch Procedures

June 18 has been suggested as the possible relaunch date;

- the limit on the number of people that can be in the library at the same time is 32. This would allow 1 person per aisle as well as staff and the reduced number of people using the computers
- would people need to wear masks? Yes. Would they need to wear gloves? No. The use of hand sanitizer would be adequate. Encourage people to bring their own masks, but have a few available for people who forget, or did not know before they came that a mask was required.
- Contaminated materials (e.g. books or other materials being returned to the library) need to be quarantined for 72 hours, separated from the collections.
- **Review of Policies**, such as Library hours of opening: decided to cancel Saturday opening and close an hour earlier on weekdays to leave adequate time for cleaning the touchable surfaces. We will still offer curbside delivery.
- Communication strategy needs to be in place for the relaunch
- proper signage needs to be in place for directing the flow of traffic in the library
- need a de-escalation script for people who don't want to follow the rules.
- the staff person at the door monitoring health issues as people come in should have a cell phone in case they need to call the police for assistance in dealing with those who won't pay attention to the rules.

- wrap the furniture at the fireplace and place signs indicating “no sitting”
- the **next meeting will be on June 3** in order to go over the relaunch policy and plans which the staff will be working on to finalize the details.

Correspondence: none

Committee Meetings:

. **Finance Committee:** Jean Paul Mulago Shamvu reviewed the budget to date, and highlighted some areas that might present problems later on given the lesser amount of fund-raising that we might accomplish this year. Heather Ryan moved, seconded by Dwayne Fulton that the Treasurer’s Report be accepted as presented. Motion Carried.

. **Safety Committee:** was requested to do a walk through of the building before we finalize the relaunch protocol.

. **Librarians Report:** The staff are continuing on with all the new programs that have been instituted so far, and they are working on getting the Summer Programming ready. They are planning some more things for online and Facebook. Barb Olsen moved, seconded by Arliss Chute-Ibsen that the Librarian’s Report be accepted as presented. Motion Carried.

NEXT Meetings: June 3 at 6:30 p.m. and then on June 24, 2020 at 6:30 p.m. to evaluate how smoothly the relaunch went and to tend to regular Board business.

Adjournment: Shawna Cevraini adjourned the meeting at 7:32 p.m.