

Minutes of Meeting: Fairhope Public Library Board of Trustees
Monday, June 15, 2020

The meeting was held in the Giddens Room at the Fairhope Public Library. Martin Lanaux called the meeting to order at 4:00 PM. Also in attendance were Dan Stankoski, Frieda Ward, Tamara Dean, Jimmy Conyers and Alison Knight.

The January 22, 2020 Meeting Minutes were reviewed and approved as submitted.

The Monthly Statistical Reports, Employee Reports and Financial Statements were reviewed and approved with all voting in favor.

Tamara Dean suggested that the 2nd floor project be put on hold for the near future. The board agreed with all voting in favor of postponing the project for now.

Tamara Dean presented a proposal for Phase 2 of the phased reopening of the library to go into effect on Monday, June 22, 2020.

1. Increase number to 113 patrons at any one time.
2. The Mayor has requested that we open to 50% capacity like retailers.
3. Our capacity for the main library is 274. Divide by two-137. Then subtract the Friends (6) and staff (18). Total 113 patrons at one time. This will require monitoring by the Department Heads. The numbers used in the calculation was submitted by Eric Cortinas with the City of Fairhope.
4. Staff must wear masks; gloves if required. Temperatures must be taken the beginning of first shift.
5. We will continue to clean thermometer; there is a place at the bottom of the sheet to initial when you clean it.
6. Patrons are asked to choose their materials in a timely manner. It is recommended that each patron spend no more than 45 minutes in the library. Social distancing will be required.
7. Available services include limited browsing, checking out, and limited computer use.
8. We will not require staff to monitor the front door.
9. We will continue to use one entrance.
10. Cleaning; Staff will need to be more strategic about cleaning. There will not be a designated time for this.
11. The limit for checkouts will return to 25 per card.
12. Curbside will continue for 5 days a week. Two appointments will be taken each hour. That number will be adapted to the number of staff and the increased numbers of checkouts throughout the day. The schedule will be determined by Rob and the Director.
13. Everything will be on a first-come first-serve basis.
14. Adult computers will be on a first-come first-serve basis, with a limit of six (6).
15. The time on the computers will be as before COVID-19 (one hour with one renewal). A limit of two hours per day will be enforced. Reference staff will use our software to track the time for computer usage.
16. Youth Services will have a limit of 12 people at any time, not including staff. Other interested patrons will need to wait in the main library until someone leaves. This will also be on a first-come first-serve basis.
17. Children will be required to stay with the parent (ages birth-12 years old) at all times.

18. Two study rooms will be open and managed by Youth Services. Rooms 4 & 5 one person at a time.
19. Friends will increase their numbers to six (6).
20. Friends and staff will not be part of the 113 patron count.
21. We will continue with-No Programs and No scheduling rooms
22. Same areas will be closed: Giddens/Activity/Board/Lab/Most study rooms
23. Continue limited hours until September 1 TBD
24. Programs may begin September 1. TBD
25. Notary and proctoring may open sometime in July. TBD For those services patrons will be required to wear a mask

The board approved the proposed Phase 2 reopening with all voting in favor.

The board commended Tamara Dean and all of the Fairhope Public Library staff for all of their hard work and commitment to safety while adjusting to all of the issues related to COVID-19.

With no further business to discuss the meeting was adjourned at 4:49 PM. The next Library Board meeting will be held on Monday, August 17, 2020 at 4:00pm.

Respectfully submitted by Alison Knight