



materials and access to public use computers only (ensuring proper social distancing/ health and safety measures can be met) beginning June 12, 2020.

Kris Van Luven provided a draft re-opening plan ("Phase 4: Increased Service, an in-depth look"). In light of Premier Ford's announcement, this document will need to be adjusted to include a "Part A" which establishes protocols for opening solely for pick-up/returns and computer use.

Staff questions/ concerns:

Upon reopening,

- Will the branches re-open with regular hours? Yes. Getting back to regular hours is a priority.
- Will we need more than one staff member scheduled per shift? No. With limited services available in this first stage, it will not be necessary to have more than one staff person working.
- Should all staff continue to work in both branches as normal, or should schedules be adjusted so there is no overlap? With enhanced cleaning protocols in place, it will not be necessary to cohort staff to one specific branch.

Covid-19 sub-committee suggestions:

- A more substantial plexiglass barrier on the desks at both sites is required.
- Better signage is required at both sites

Municipal considerations: It's important to note that the Library buildings are municipally owned, and as of now, all municipal buildings are closed to the public. The ANPL Board will need permission from the township in order to re-open.

Library amenities: A question was posed as to whether or not the library washrooms will be available to patrons when the buildings re-open? Kris will look in to whether or not Libraries are legally required to provide access to washrooms. If so, washrooms will be locked and patrons must ask for a key. Doorknobs with key locks will need to be installed at Westwood Branch. There are two washrooms at each branch. One will be designated as public, the other as staff only.

Enhanced cleaning protocols: To ensure the health and safety of staff and patrons, enhanced cleaning protocols will need to be established. The finance committee has calculated that, in order for an extra half hour of staff time to be added to each shift for cleaning, it will add a cost of approximately \$7,700 to the payroll budget annually.

Cash handling: Patrons will need to be notified that they will require the exact change/amount when purchasing garbage tags or paying for printouts. Fines and candy sales have been suspended. Rentals are on hold.

Capacity: no more than 5 people will be in the libraries at one time.

**03.06.20**

**Motion**

Moved by Patricia Reed    Seconded by Marg Dawson

That the "Phase 4: Increased Service" portion of the re-opening plan be approved as presented.

Cd

**CEO Report**

Kris Van Luven highlighted her report giving an update on virtual programming and highlighting the success of the Murder Mystery May Read Aloud Series. Authors who have submitted stories for the cancelled Murder Mystery Fundraiser/ Short Story Contest have been asking if the contest will proceed. Kris has suggested that it be revisited after the library fully re-opens.

Summer Reading Program plans are falling in to place. The program will be offered virtually in conjunction with offerings from the national TD Summer Reading Club. Three virtual guests have been booked and kits with crafts and activities will be distributed to local registrants.

Purchases for the Teen Maker Space using funds from the Pat Morris Communities Matter have commenced. So far, the Library has acquired a new ipad, a portable green screen, and a Padcaster kit with an ipad compatible tripod and multi-directional microphone.

Library staff have expanded their social media presence by adding an ANPL YouTube channel which they plan to use for Summer Reading Club purposes and to extend the reach of the library to non-Facebook users.

**04.06.20 Motion**

Moved by Rodger Bonneau      Seconded by Krista Rutherford  
That the CEO Report be received.

Cd

**Committee Reports**

Finance:

Finance reports for May were provided.

Personnel:

No report

Policy:

The draft policy for curbside pickup was presented.

**05.06.20 Motion**

Moved by Marg Dawson      Seconded by Patricia Reed  
That the Operational Policy "Curbside Pickup Services" be approved as presented.

cd

Property:

No report

Technology:

No report

**06.06.20 Motion**

Moved by Rodger Bonneau      Seconded by Marg Dawson  
That the Committee Reports be received.

cd

**New Business**

None

**Adjournment**

**07.06.20**

**Motion**

Moved by Rodger Bonneau

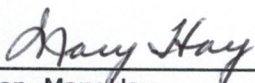
That the meeting be declared adjourned at 7:34 p.m.

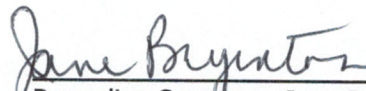
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**Next Regular Board Meeting**

**Monday, September 14, 2020 at**

**Norwood Branch, 6:30 – 8:30 p.m.**

  
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Chairperson, Mary Hay

  
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Recording Secretary, Jane Bryenton