

**Minerva Public Library Board of Trustees Minutes
August 12, 2020 Special Meeting
via Zoom**

Call to Order: the meeting was called to order at 6:30 pm

Attendance: Library Trustees Roger Bartley, Jennifer Beard, Virginia Birks, Sara Repella, and Dick Rutledge; Library Director, Tom Dillie.

Back to School Planning

Mr. Dillie requested the Board hold a special meeting to discuss options for managing the library's afterschool traffic. This topic had been discussed at the July 29 Regular Board meeting, but there were varying views among the Trustees as to how to proceed. Minerva Local Schools return to the classroom on August 20. Because of the library's location, it serves as an after-school hangout and waiting room for students. Because of the state-wide requirement for facial coverings and the occupancy limits imposed by the need for social distancing, the library needs a plan in place to limit the number of people in the library after school, while maintaining the mask requirement, and ensuring social distancing. Mr. Dillie suggested different options:

Close the building: the library building could close between 2:15 and 3:30 every day school is in session. Drive-up service would be maintained. Patrons in the building at 2:15 could stay or leave as they wished during the closed period. Ms. Birks, Ms. Miller, and Dr. Beard had expressed via e-mail various concerns with this option.

Limit access by minors: the library could require minors below a certain age to be accompanied by an adult caregiver when entering the building. The age limit could be set anywhere below 18 years. The library has not heretofore within recent memory limited access to the building or collection based on age. The library did not restrict access by age when re-opening for in-person service on June 16; some libraries have done so.

Limit access based on capacity: the library could limit the number of patrons in the building at one time similar to the current practice at high-demand, high traffic businesses. Staff would count patrons entering the building and, once the limit was reached, ask additional patrons to wait outside until someone leaves the building. Capacity can be set at pretty much any limit the library chooses. This summer we set a limit of 30 people on the main floor and 25 people downstairs; that limit has never yet been reached. The very limited available seating also imposes a limit since students will not be allowed to sit on the floor.

General discussion of these options followed. Ms. Birks wondered how staff would keep track of the number of patrons coming in. Mr. Dillie explained that staff would stand at the door and count, then, once capacity was reached, require additional arriving patrons to wait outside until someone in the building left. Entry to the building would be first come, first served. Mr. Dillie shared the latest enrollment numbers for both online and in-school attendance at Minerva Local Schools. Around 20% of students at both the Elementary and Middle Schools have enrolled for online classes. Until school starts, we won't know how the changes in enrollment and parent behavior will effect afterschool traffic at the library. Trustees agreed that staff should limit entry to the library based on capacity and see how well that works.

Dr. Beard moved to **approve Draft Resolution 20-08-01**: the library will continue to offer regular services and maintain regular hours of service within the limits required by orders or regulations from the Ohio Department of Health and the Stark County Health Department. Ms. Repella seconded. Motion carried unanimously.

Evening Hours: at its July meeting, the Board approved maintaining the current shortened open hours through December, subject to monthly review. After discussion with library staff, Mr. Dillie recommends stay open on Monday and Thursday evenings rather than Monday and Wednesday beginning in September.

Ms. Birks moved to **approve Resolution 20-08-02**: to amend library evening hours to Monday 10-8 and Thursday 10-8 beginning September 10 and continuing through December subject to monthly review. Dr. Beard seconded. Motion carried unanimously.

Dr. Beard moved to **Adjourn** the meeting at 7:10. Ms. Repella seconded.