

**Weston Public Library
Board of Trustees**

Meeting minutes *March 13, 2020*

In Attendance

- Jennifer Warner, Director
- Allison Palmgren, Assistant Director
- Linda DeLaney, Trustee, (by phone)
- Dee Freiberg, Trustee
- Emily Hutcheson, Secretary
- Joe Mullin, Vice-Chair
- Julie Panagakos, Chair
- Susan Scott, Trustee
- David Soar, Weston Fire Chief
- Lisa Yanakakis, Assistant Town Manager

Call to order by Julie Panagakos at 1:04 PM

Director's Report

- Jenn filled us in on steps taken this week in response to the rapidly changing developments regarding COVID-19.
- The Library building was closed on Monday, March 9, through Tuesday morning so that it could be deep cleaned with the same fogging process used by the Schools over the weekend. Surfaces were wiped down multiple times with a hospital grade disinfectant.
- The building was reopened to the public from Tuesday afternoon through Thursday, and closed again on Friday, March 13.

Discussion about policy for the Library and the AIC in response to COVID-19

- Chief Soar emphasized that there are a lot of unknowns about the virus at this point, among them how long it lasts on surfaces.
- Lisa reported that government offices remain open for the time being in Massachusetts; library and school closings vary from town to town; Weston Schools are closed until March 18.
- Both of them urge us to plan for which Staff should be considered essential.
- Jenn and Alli reported on ways the library is currently making services available to the public. Among other things, the number of Hoopla items allowed has been doubled, and Story Time is available on the phone.
- Board members suggested that our creative Staff might be able to come up with more innovative ideas to serve patrons.
- No fines are due when the Library is closed.
- The building will be re-fogged on Monday, March 16.
- **Motion:** by Julie Panagakos, to close the Library and the AIC, in accordance with the Schools, until Wednesday, March 18. **Second:** Joe Mullin. **Motion passed unanimously.**

Next Meeting: Wednesday, March 18 at 3 PM in the AIC to reassess the situation.

Meeting adjourned at 1:55PM

Respectfully submitted,
Emily Hutcheson, Secretary