**Tappan Spaulding Library Board Meeting Minutes: 6-10-2020**

**Call to order:** 6:08 PM

**Present:** Patti Schafer, Melanie Coombs, Erin Chapman, Bonnie MIder

**Village Representative:** None

**Guests:** None

**Director Report:** Erin has a back to work plan and a pandemic plan that the follows NYS and Tioga Counties guidelines for re-opening. She has also made a cleaning log which is required when we re-open. She can get masks, gloves and cleaning supplies for free through Tioga County Public Health. There is a $500 grant she will apply for PPE. This includes a plexiglass barrier for when we allow patrons to come into the library and bags to deliver book in for curb side service. This months bills have been given to the village office – board needs to sign them. Erin has figured out hours of library – She is working 10 hours per week as per board decision- 8 yours will be library open hours and 2 hours will allow her a prep time prior to open hours. Library will be open on Tuesdays 4:00-8:00 PM and Saturdays 9:00-1:00. Official open date is June 16, 2020.

**Village Representative Comments:** None

**President Report:** As of right now plan is to open with curb side pickup. We will have to make decision in future when patron’s can resume coming into the library and what services will be allowed. We needs to follow NYS guidelines. Patti proposed moving board meetings to Sunday evenings to make it more time efficient for her. Board members present approved this. Patti will check with Lisa who was absent to see if this time will work for her.

**Treasurer Report**: Bills are in village office. Board members agreed to go to village to office to sign them as the village office is now open to the public.

**Approved Bills:**

Spectrum $62.06

NYSEG $34:14

Total: $96.20

**Next Meeting:** To be determined