

ROCKAWAY BOROUGH FREE PUBLIC LIBRARY

Final Minutes

Board of Trustees Meeting

July 15, 2020

MEETING CALLED TO ORDER: 7:30 p.m.

NOTICE OF EMERGENCY EXITS ANNOUNCED: Yes

ATTENDANCE: Hank Wagner, Melissa Burnside, Edna Puleo, Linda Kanapaux, Judy O'Hara, Jean Swanick, Phyllis Alpaugh and Marybeth Ramsay

ABSENT: None

PUBLIC PORTION OF MEETING: None

MINUTES: Motion made to approve the June 17, 2020 minutes made by Judy O'Hara and seconded by Phyllis Alpaugh

TREASURERS REPORT: Number of checks signed: 8 from Operating Expense, 4 from Fines/Fees and 2 from State Aid account. Motion made by Judy O'Hara to approve the Treasurers Report and seconded by Phyllis Alpaugh.

DIRECTORS REPORT: Dashboard monitoring shows heavy use of online program and patron wireless use has increased. Curbside pick up procedure is working well. Curbside craft choices are also proving popular. Patrons are following protocol without any issue to date and several books have been returned. Motion to approve the Directors Report made by Judy O'Hara and seconded by Linda Kanapaux.

FRIENDS OF THE LIBRARY: Morris Museum pass has now been extended for 4 months until 10/30/2020. An appointment is needed prior to visiting due to limited occupancy capacity.

POLICIES AND PROCEDURES: Supplies are on order for items needed to ensure all safety precautions are met; face shields, desk plexi-glass, etc. Review of draft for reopening procedure of the library looks good, will revisit this in August once more guidance information is received.

NEW BUSINESS: Mention of great job done by library staff on Facebook page. Board of Trustee meetings for the remainder of the year will take place at the Community Center.

UNFINISHED BUSINESS: Audit may be put off a bit due to these times of extraordinary circumstance.

Motion to adjourn at 8:16 p.m. by Judy O'Hara and seconded by Marybeth Ramsay.

Respectfully submitted,

Jean Swanick, Secretary