



Library Board - Meeting Minutes

July 9, 2020 (FY 2020)

In Attendance:

Board Chair Elliott Riser; Library Board Members, Kathi Alsip, Chuck Dean; Library Director Tonja Young; Karen Kyzar Friends of the Library President, and Councilwoman Angie Phillips and visitor Paul Phillips.

1) Call to Order:

Meeting called to order at 5:09 pm by Elliott.

2) Old Business:

Minutes: Motion to approve the minutes as read made by Chuck and seconded by Kathi; motion passed with changes made by Angie and Karen. Changes were made.

3) New Business:

Statistics: Tonja Young reported the Daphne Public Library closed to the public on March 19 due to COVID-19 and city instructions. The library remained closed to the public throughout the rest of March, April, and May, but reopened on Monday, June 1.

COVID-19 Procedures: The Library has displayed posters for the public; staff supplies were ordered and procedures for safety were put into place (gloves, sanitizer, extra cleaning and wiping down surfaces); and public safety supplies and procedures (sanitizer, keyboard protectors, wiping down surfaces and spraying door handles).

Closure procedures included immediately transferring library services directly to curbside pickup. BCLC discontinued running the countywide courier. Since the courier was not running and other library items were unavailable, we could only check Daphne Library items out to patrons and managed to get our automated circulation software set to only show Daphne items in the online catalog for our patrons to choose from. We were the only library in the county to begin curbside service right away and never missed a day of public service.

A ring doorbell was installed between the two sets of automatic doors and new switches were installed that allowed each set of doors to operate independently. While keeping the inner set of doors locked, the outer set of doors remained open for patrons to enter and ring the doorbell. They let us know who they were and we asked them to step back outside while securing the outer set of doors momentarily.

Staff then opened the inner set of doors to place holds onto a table, re-secured the inner doors, opened the outer doors and allowed the patrons to collect their items. In this manner, patrons and staff had no interpersonal contact while the library still provided service.

Foundation Report: The Foundation Board met and agreed to discontinue the Foundation since there were no upcoming capital fundraising projects. Bill Scully provided paperwork for the officers of the board to complete and sign. He agreed to handle the necessary paperwork and filings to end the Foundation.

Online Meetings: Online meetings were proposed by Chair Elliot Riser and all members present agreed. A vote was taken to begin online meetings in August. Motion made by Chuck and seconded by Kathi. Motion passed.

4) **Friends of the Daphne Library Participation:** Karen stated that the Book Shop had also closed on March 19 due to COVID-19 and would not reopen right away. The area is small and most volunteers are older so conditions would not be conducive to safety.

5) **Public Participation:** Councilwoman Angie Phillips expressed her appreciation for the staff throughout the recent processes and events. An informal discussion was held concerning COVID-19 in the Baldwin and Mobile County areas.

6) **Adjourn:** Motion to adjourn was made at 5:37 pm.

Respectfully submitted by T. Young, August 12, 2020.