

**VILLAGE OF NORTH PALM BEACH
LIBRARY ADVISORY BOARD MEETING MINUTES
MAY 26, 2020**

NOTE: Due to the Covid-19 pandemic, meetings for the months of March and April were canceled. This meeting was held via ZOOM.

CALL TO ORDER

Chairperson Christine DelGuzzi called the meeting to order at 7:00 PM.

ROLL CALL

Present :

- Zakariya Sherman, Library Director
- Christine DelGuzzi, Chairperson
- Phyllis Wissner, Vice Chairperson
- Bonnie Jenkins, Secretary
- Carolyn Kost, Member
- Brad Avakian, Member
- Tina Chippas, Member
- Leslie Metz, Member
- Darryl Aubrey – Village Council Member
- Patty Sullivan – Friends of the Library

APPROVAL OF MINUTES

Minutes for the February 25, 2020, meeting were approved after a motion made by Phyllis Wissner and seconded by Tina Chippas.

LIBRARIAN'S REPORT

Director Zak Sherman reported the following:

- **Covid-19 impact:**
 - The Library closed to the public at 5:00 PM on March 17, 2020.
 - Curbside pickup was available, reaching up to 30 pickups per day.
 - Effective March 30, 2020, service hours were reduced to 9:00 AM to 5:00 PM, Monday thru Friday.
 - One PT employee resigned, six others were furloughed.
 - Staff remained very busy with telephone calls regarding curbside pick-up which was very well received by members.
 - Various projects were undertaken by staff as well:
 - Revision of website/social media pages and signage.
 - Purchase of new lab PCs and iPads to serve as main OPACs.
 - Painting and repair of walls, trim, removal of carpet (thank you to PW and IT staff).
 - Complete inventory of historical photos and some displayed on wall.
 - Cloud Library by Biblioteca:
 - In March there were 197 total checkouts, climbing to 481 in April
 - This platform was essential during this timeframe.
- **Friends of the Library (FoL) Update:**
 - Annual meeting, election of officers, quilt raffle, and annual gift presentation to the library was postponed. New date TBD.
 - Thank you to Board member Patty Sullivan who made masks for staff.

- **Reopening Plans:**
 - Library will reopen on Monday, June 1st with limited service hours mirroring the previous curbside pickup hours.
 - Sneeze guards have been installed at the circ desk along with social-distancing decals on the tile floor.
 - Staff will be wearing masks and the public will be strongly encouraged to do so.
 - All chairs have been moved to the Obert Room; Obert Room and Bob's Garage remain closed.
 - Children's room is open with no seating.
 - All checkouts will take place upstairs.
 - Returned items will be quarantined for 3 days before returning to circulation.
 - Curbside pickup remains an option.
 - Computer lab will reopen by appointment at a later date.
- **Facilities:**
 - Children's and upstairs carpets cleaned on May 23; some upholstered chairs also cleaned.
 - New tables and chairs arrived for Bob's Garage; one table was damaged and the company sent a replacement.
 - Repairs made to upstairs Men's restroom.
 - Magazine area revamped; Jack Nicklaus themed photo display hung.
 - Large print books moved to fiction area, Florida/genealogy collections moved to this location (this is the area where historical photographs are displayed).
 - Audio D's moved to former biographies location (next to restrooms).
 - Biographies were relocated to reading area adjacent to the computer lab.
- Youth Services
 - Due to the pandemic, there will be no summer reading program. There is a slate of online programming. Library will also participate in the Summer Camp Program hosted by Parks and Rec Division.
- Adult programs
 - None occurred during this time, will be resumed slowly.
- Statistics
 - E-Book and E-Audio Circulation numbers continued to rise during the shut-down.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

QUESTIONS AND ANSWERS

There was none.

ADJOURNMENT

A motion to adjourn the meeting was made by Tina Chippas and seconded by Phyllis Wissner. The meeting was adjourned at 7:40 PM.

The next meeting will be Tuesday, March 24, 2020 at 7:00pm

Respectfully submitted by Bonnie Jenkins