

Free Public Library of Berkeley Heights  
Board of Trustees  
June 18, 2020  
Prepared: June 19, 2020  
Approved: July 13, 2020

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This Special Meeting was called in response to Governor Murphy's Administrative Order 2020-15 (June 13, 2020) concerning the Re-Opening of Public Library Services. Notice was sent 48 hours in advance, to the Courier News, Star Ledger, TAPinto Berkeley Heights, and the Clerk's Office. It was posted on BHPL's website and the Township Calendar. The meeting is conducted on Zoom.

The meeting was called to order by Linda Nessenson at 7:03 PM.

PRESENT: Linda Nessenson, Donna Boyd, Ann Bunyaner, Diane O'Halloran  
ABSENT: Sheila Buthe, Mayor's Alternate Kevin Hall, Superintendent's Alternate Diane Azalone  
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director

PUBLIC COMMENT- No citizens present

**BERKELEY HEIGHTS PUBLIC LIBRARY: PLAN TO MOVE FORWARD WITH REOPENING**  
Bakos reported that most part-time staff are ready to return; one will not be returning; and one is waiting.

Nessenson asked that the Public Message should include the request for patrons to wear masks when returning materials if interacting with staff.

Plans for Stage Two handling of returned materials were outlined -returned in bags, curbside or ring doorbell, items quarantined for 72 hours, covers cleaned, checked in, and returned to shelves. The more items that are returned and can be reshelfed before July 6<sup>th</sup>, the quicker and safer it will be for staff to fill holds.

Bakos noted that he Library has been stocking PPE supplies- can use more sanitizing wipes

Bakos reported that Barbara Russo checked with the Town's Insurance Company and was advised to post signs for staff regarding masks, gloves and hand washing, and social distancing.

Staff work shifts for receiving books from the public the will be limited to 4 hours.

Bakos read from the draft of the public notice that will be posted on Facebook and sent out to multiple venues

Stage Three: Curbside pickup, holds reinstated, new holds can be placed, books-on-the-run, and the book drop open when BHPL is closed will start on July 6<sup>th</sup>

Nessenson asked for a motion to approve Re-Opening Plan specifically with the Library opening June 22 for returns and July 6 for curbside pickup and further dates to be determined in accordance with State guidelines. Bunyaner so moved and the motion passed unanimously.

ADJOURNMENT - Nessenson adjourned the meeting at 7:30 PM.