

The Milford Library Board met in regular session on Wednesday, October 7, 2020, at 5:30 p.m. Those in attendance were Board Members Rick Kilts, Elaine Franklin, Shelly Berning, Joann Gano, Deb Johnson, Jeff Cookinham, and Denny Dotson and Director Gillian Anderson. No members were absent.

The meeting was called to order by Rick.

Public Comments: none

Minutes: Jeff moved to approve the September minutes as presented, Elaine seconded, Board approved.

Bills: The bills were emailed to each member for viewing prior to the meeting, Elaine moved to pay the bills and any other bills that may come in, Jeff seconded, Board approved.

Director's Report:

- a. Circulation and Monthly program reports were reviewed. Circulation has gone up from the previous month.
- b. Report last month's events
 - Zoom Adult Craft Series–Scented Mason Jar Candle–September 16– 7 picked up
 - After School Sidewalk Shenanigans–Balloon Painting–September 17– 13 attended
 - Grab and Go Bag and Books – Apples – September 21 – 20 picked up
 - Zoom Paint by Number Night – September 22 – 7:00 p.m. – 4 picked up

Upcoming events

- YA Subscription Box–Back to the 90s–September 29 – October 28–10:00 a.m.– 5:00 p.m.
- Grab and Go Bags and Books – Leaves – October 5 – 16 – 10:00 a.m. – 5:00 p.m.
- After School Sidewalk Shenanigans– Halloween Bingo – October 8 – 3:30 p.m.–4:30 p.m.
- MML and The Grove Fall Festival – October 10 – 10:30 a.m.
- Zoom Gangster History of the Midwest – October 17 – 10:30 a.m.
- Grab and Go Bag and Books – Pumpkins – October 19 – October 30
- Zoom Adult Craft Series–Interchangeable Door Sign–September 22 –5:30 p.m.–6:10 p.m.
- Zoom Paint by Number Night – October 27 – 7:00 p.m.- 7:40 p.m.
- Trick-or-Treat with Milford Businesses – October 30 – 3:30 p.m. – 5:00 p.m.

Discussion of upcoming topics

- Reopening was discussed and the library will go into Phase 2 of reopening on October 13, 2020. Phase 2 is outlined below

Phase 2

- Library will begin to be open to the public for book check out.
- Open to the general public from 10 a.m. - 3 p.m. Monday – Friday and Wednesday from 10 a.m. – 3 p.m. and 4:30 p.m. – 6:30 p.m.
- The drive-up window will be open Monday – Friday 10 a.m. – 5 p.m. and Wednesday from 10 a.m. – 6:30 p.m.

- Extra precautions will be in place.
 - Signs will be put on the floor to make sure that patrons stay 6ft away from each other.
 - Signs will be posted about handwashing.
 - Plexiglass installed on front desk.
 - Computers safely distanced.
 - Chairs placed at a safe distance.
 - Some seating will be removed to make sure patrons stay a safe distance from each other.
 - Hand sanitizer will be available at the front entrance.
 - Masks will be required in the library.
 - Patrons will need to use the book drops to return books.
 - Signs up so patrons cannot walk behind desk.
 - No toys available.
- Newspaper may be read.
- Computers will be available and limited to an hour daily.
- Patrons will be asked to limit their visit to an hour or less.
- Staff will be available to make copies, scan documents, and send faxes.
- Public Restrooms available with the key at the front desk.
- Conference room not available to public.
- No one under 16 will be allowed in library unless accompanied by parent/guardian.

- New Carpet has been installed and completed.
- The library will participate in Holiday Fantasy but with some changes due to COVID and the need of social distancing.
- No other Items of Note

Denny moved to adjourn, Jeff Seconded.

Shelly Berning, Secretary