

**Caldwell-Lake George Library**  
**Board of Trustees Meeting - July 14, 2020**

**Call to Order:** President L. Cocozza called the meeting to order at 1:10 pm with the following members present: L. Burrows, S. Dunn, T. Earl, J. Loonan, M. Seeger and D. Smith. Absent: D. Marinelli. Also present: Pam Fazio, staff member.

**Approval of Minutes:** The minutes of June 12, 2020 were approved as written. D. Smith moved, seconded, T. Earl. All approved.

**Staff Modifications:** D. Smith discussed how the personnel committee arrived at the change in the library's director's position. Due to Barb Durkish's health situation the committee has promoted Pam Fazio to co-director. Pam will fill in for Barb until further notice. D. Smith and M. Seeger along with Barb and Pam will meet in the near future to develop job descriptions for the co-directors or ass't director which ever title is agreed upon.

**Library Hours:** The library will be closed July 21(Pam may be able to open) and 22 (definitely) due to personnel issues. Starting July 27 until full time hours are reinstated, days and hours are as follows: Monday and Friday (curbside only) 10 am – 5pm; Tuesday 10 am – 3 pm; Wednesday 10 am – 6 pm; Thursday 10 am – 6 pm. No Saturday hours until further notice. All patrons will be required to sign in with their photo number, wear masks, and keep 6 or more feet apart and ONLY 6 patrons allowed in library at one time. Time will be limited to 20 minutes each. For individuals who cannot abide by the rules can call library and make an appointment or use the curbside service. The computers will not be available for use by patrons until further notice. All of this will be posted on both front and back doors, on our website and Facebook. S. Dunn has agreed to act as the library COVID-19 compliance person.

**Strategic Plan:** How to get the five questions to the community was discussed. Several ideas were put forth. No decision was made.

**New Trustee:** Due to the passing of Sally Congdon a vacancy has opened on the Board. M. Seeger suggested asking Margy Mannix to fill the remaining two years. T. Earl will ask Margy.

**Adjournment:** L. Cocozzo moved and S. Dunn seconded to adjourn the meeting at 2:30 pm

Respectfully submitted, Mona Seeger, Secretary