

**Chelsea District Library Board of Trustees  
Minutes of Special Meeting**

Thursday, June 4, 2020 9:30 am  
Meeting Location: Remote, Using Zoom

**Trustees in Attendance:** S. Lackey, TJ Helfferich, G. Munce, J. Carr, E. Sensoli, A. Merkel, & C. Taylor.

**Trustees Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

**Guests:** Terri Lancaster, Head of Circulation

**Welcome and Call to Order**

S. Lackey called the meeting to order at 9:31 a.m.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the agenda.

Discussion: None

All Ayes: 7-0

**Public Comment:** Terri shared that she is ready to get back to work!

**Discussion Item #1 & #2: CDL Reopening Policy & Plan**

- Lori walked the board through the CDL Reopening Policy and the CDL Reopening Plan. She pointed out that all 3 pieces of library policy were drafted by the library's attorneys with the Reopening Executive Order and CDC protocol in mind.
- Reopening will involve some staff training and daily screenings. We need to prepare the building, too.
- Should take about a week before the library is up and running at Stage 3 (curb-side pickup).
- Linda shared that plexi-glass is going up at the checkout counter, but that we won't need to move much furniture, at least for the initial stages of reopening.
- Gary pointed out that the language in Section IV, part D, is confusing, but the Board discussed it thoroughly and came to an agreed understanding of its intent.
- Gary asked if Section V (Enforcement) and Section VI (Right of Appeal) were different than our regular policies on enforcement and appeals. Lori answered

that they were not and Gary suggested adding a line stating that these parts of the policy are consistent with current policies.

MOTION made by J. Carr, SECONDED by A. Merkel to add an amending line to Sections 5 & 6, stating that these enforcement and appeal processes are consistent with those specific policies already on the books. Discussion: None

All Ayes: 7-0

- Several more questions are bantered about and Gary announced that he needs to leave the meeting for a prior engagement.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Items 1 & 2 to Action Item #1. Discussion: None

All Ayes: 6-0

**Discussion Item #3: COVID-19 Preparedness & Response Plan**

- A brief discussion of the COVID-19 Preparedness & Response Plan was held, but most questions had already been answered in the previous discussion.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move Discussion Item #3 to Action Item #2. Discussion: None

All Ayes: 6-0

**Action Item #1: CDL Reopening Policy & Plan**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the CDL Reopening Policy and the CDL Reopening Plan.  
Discussion: None

All Ayes: 6-0

**Action Item #2: COVID-19 Preparedness & Response Plan**

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the COVID-19 Preparedness & Response Plan.  
Discussion: None

All Ayes: 6-0

**Public and Board Comment:** None

**Other Items:** Anne left the meeting due to a prior engagement. Jan asked Lori to differentiate between the library reopening and the Friends returning, so there wouldn't be any confusion.

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by J. Carr to adjourn the meeting at 10:39 a.m.

All Ayes, 5-0

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Janice L. Carr, Board Secretary

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Date