

**Talcott Free Library Board Meeting**

**August 3, 2020**

**7:00pm**

**Mission Statement:** The Talcott Free Library District is a strong community partner that provides a friendly, safe space for generations young and old to strengthen their knowledge and enrich their lives.

**Present:** Baines, Burke, Floto, D. Garlow, T. Garlow, Kovanda, Maine

**Absent:** Ragaller

**Visitors:** N/A

President Kovanda called the meeting to order at 7:00pm

**Public Comment:** N/A

**Secretary's Report:** Floto moved to approve the meeting minutes from July 6, 2020. T.Garlow seconded. Approved

**Treasurer's Report:** D. Garlow moved to approve the Treasurer's Report. Baines seconded. Approved.

**Librarians Report:** Burke moved to approve the Librarians Report and pay the bills. Kovanda seconded. Approved

**Buildings and Ground Report:**

Ground Breaking will be on Thursday August 6, 2020 at 10:00am.

Movers came in on Monday August 3, 2020 and started to move the shelving for the upcoming renovation. Contractors should be here second or third week of August to begin.

The Reference Room lights stopped working last week. A switch in the wall was replaced.

**Old Business:**

Discussed expanding the libraries guidelines for operating during the COVID19 crisis reopening for August 2020. Discussed having one computer open for patrons who would need to sign up for a 30-minute time slot. The computer will be cleaned in between uses and the keyboard and mouse removed. Discussed opening another evening night, however there doesn't seem to be a demand. It was determined the library will continue to have only one evening opening a week. Also decided to keep DVD rentals free for now and no fines for late books. The board will review COVID 19 operating procedures at October 2020 meeting.

The Director is still working on getting more information from the parking lot quote, will review at September 2020 meeting.

**New Business:**

T. Garlow and Floto agreed to review the library's website to ensure all of the meeting minutes for FY20 are made available for the public.

Kovanda moved to authorize Director Gove to submit the IPLAR documents. D.Garlow seconded. Approved.

Reviewed and discussed the Asbestos Abatement quotes. Further information is needed from each quote. All of the quotes need a statement acknowledging they will follow the prompt payment act as well as the prevailing wage act. Also need clarification from Holian on the two options they provided.

Burke moved to adjourn at 7:58pm. Baines seconded. Approved.

Respectfully,  
Emily Burke – Secretary