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**Minutes of the Zoom Meeting of the Petawawa Library Board of Trustees
Tuesday May 19, 2020**

Call to Order: The meeting was called to order around 6:10 pm.

Attendance: G. Serviss, J. Carmody, B. Bailey, D. Hunton, S. Lehnen
E. Tregunno, A. Turcotte, A. Foster

New Business:

The preparation for reopening stages of the library were reviewed. The staff will be learning about new procedures and health and safety information for COVID 19 pandemic protection prior to library operations.

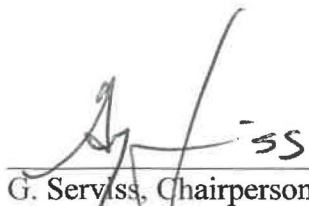
A. Foster advised that books can be dropped off through the book drop off chute into the room that has become a holding area (bins have been removed). 72 hours is the safe period to hold books before dealing with them.

It was agreed that only phases one and two would be implemented at this time. The actions of the province will dictate when the next phases can be brought forward.

Advertising was discussed with a number of suggestions that A. Foster will activate to educate the public about the operation of the library and access at this time.

S. Lehnen volunteered to draft the announcement for service and pickup instructions.

Adjournment: The meeting adjourned at 6:37


G. Serviss, Chairperson


B. Bailey, Secretary

June 23, 2020
Date