

**WPL Trustees Meeting Minutes**  
**10/06/2020**

Meeting call to order at 7:01 PM

Attendees: Carol Backus, Mark Fernandes, Sheri Lewis, Carol Fay, Bob Stupp, Anita Rafael, Liz Specktor, Paul Specktor, Marge Aube

Changes to the agenda - none noted

Public comments - none noted

Previous meeting minutes were accepted as presented

Treasurer's report was accepted as presented

Old Business;

Summary of Equal Access - Trustees must ensure that any all patrons belonging to any protected groups must have equal access to the libraries services and programs. A motion was carried to be mindful of the requirements under this law.

Donations policy - No changes were made to the policy and it will be posted on the website.

Insurance coverage - The town clerk asked VTLC&T our insurer whether the contents of the library building are covered under the town's insurance policy. Bob will continue to work on this matter and will evaluate whether the contents of the building are valued accurately based on today's measures.

Tech overhaul - The Geeks were contracted to review, evaluate and make recommendations for improving the PCs, laptops, software, Internet, networking and all other technical hardware and software the library currently uses. These recommendations were approved: Purchase 1 computer for the circulation desk. Upgrade CPU on one computer. Clean 6 HP and 1 Apple computer of outdated/ unused software. Upgrade software where needed. Additional recommendations made will be reviewed and implemented where needed by Bob Stupp. Anita is assigned to implement the plan.

Book nook - was approved for implementation. Shelving needs to be built or refitted to accommodate the books. Mark is assigned to oversee this work. He volunteered to provide the wood, but is not able to construct the book cases. The book nook will be located across from the circulation desk so that patrons can be better serviced and books can be watched.

ALA membership. There is no action needed at this time until January 1 when the current membership expires. It was noted that the library has never received a bill from ALA, so it's possible that Jill paid the fee personally or charged it to the credit card.

New Business

2 more members - trustees discuss the need to increase the number of trustees to the board by two additional members. Sheri sent an inquiry to the Department of Libraries for an opinion and outline of a process and whether there are any legal considerations. Additional information on the process and feasibility should be conducted. The topic was tabled for discussion at the next meeting.

Celebration - Sheri suggested the trustees plan a celebration to thank all the volunteers for their hours work and dedication to improving the building, cleaning the space and reorganizing the library materials. Planning an event has many COVID challenges. It was decided that the event should take place when the library work is completed. Anita recommended a virtual library tour for the community to see the progress made. The topic was tabled for further discussion at the next meeting.

Topics in Bucketville - Sheri agreed to submit an article to keep the public informed on the library changes and improvements to the BVN

Annual Appeal letter - Carol wrote a draft of the letter for review and further input from the trustees. It was decided that the tri-fold brochure format will change to a one-page letter format. Bob volunteers to edit and add more content to the letter by the next meeting. Sheri inquired about the printing of the letter with her school contact, but has not received a reply. She will continue to pursue this matter. The envelopes need ordering. Someone needs to check with Jackie and the town of Stratton on the number of homeowners who will be sent the letter. The letter should be ready by the end of October and in the mail by the beginning of November. It was suggested that if the school is unable to perform the printing, a printing company should do it. Anita stated that Minuteman Press in Battleboro is reputable and estimate for printing should be obtained.

Additional Topics: It was agreed that these additional topics would be discussed: E-Rate and missing book, Under the Tuscan Sun. This book was asked to be returned by the Talking About Books group, but it cannot be found. If it is lost, than a fee will be paid. Bob will follow up with Joshua about the e-rate issues.

Executive session: The trustees moved to go into executive session for the purpose of discussing the applicants for the Library Director vacancy at 8:00 pm. Executive session ended at 8:05.

Any other business?

Chris Cloutier has agreed to clean the library until a permanent person/ company can be hired. Carol B. has agreed to find a cleaning person.

Anita introduced the following issues for discussion by the trustees.

- Is it necessary to keep the Department of Libraries informed about the libraries inventory of books?
- Sheri will contact Linda Gifkins about selling or donating used furniture, which include the turquoise vinyl chairs, 2 executive chairs, black and brown computer tables and 2 upholstered chairs. It was suggested they be listed on Facebook Marketplace.

Carol Backus, temporary Chairperson and Carol Fay, elected Chairperson, have resigned from the Chairperson position, both for personal and health reasons. The trustees are required to find a temporary or permanent replacement. Sheri agreed to facilitate the next meeting. The topic was tabled for discussion at the next meeting.

Next meeting: Oct 19, 2020

Meeting adjourned at 8:27pm