

## **Meeting Notes for the Wardsboro Public Library Trustee Regular Meeting**

**Date: 08/17/2020**

Meeting minutes by: Mark Fernandes

Venue: Wardsboro Public Library and GoTO Meeting

Those present:

### **In Person**

Carol Backus

Sheri Lewis

Anita Rafael

Mark Fernandes

### **On Line**

Bob Stupp

Linda Gifkins

Carol Fay

Donna Sebastian

Dena Marger

### **Changes to Agenda-**

Additions proposed by Carol B..

1. Vacation Pay
2. Cleaning

**Public Comments-** None

### **Treasurers Report:**

Bob S. noted:

1. Expenses are down due to lack of library activity. And that donations continue to come in.
2. Concerned that he isn't seeing bills coming in. Is mail being picked up from the PO box? Carol B. stated that mail was picked up today.
3. Grant from state library being sent to the town, not the library. Bob S. discussed and resolved with Jackie (town clerk)
4. Paypal deposits remain in Palpal account until he requests payment. He will check to see if paypal will deposit directly into library bank account.

### **Old Business:**

"Take Out" Books: Anita reported that the program is running smoothly (3 days so far)

Cleaning: Chris Cloutier has offered to clean the directors office for \$150.00. Anita noted that the entire room requires washing, not just dusting. All surfaces are to be scrubbed with soap and water. It was suggested that a representative of the library be present during the cleaning to assure it is done thoroughly.

Website: Anita will continue to update the website as needed. Her rate is \$12.35/hr.

Gmail and Facebook: These accounts remain under the control of the former library director. Attempts have been made to have control changed to the trustees with no success. It was agreed that a computer consultant (VT Geeks) will be solicited to attempt to communicate directly with the former director to

make the necessary changes. Bob S. will make the arrangements with the consultant. Carol B. will communicate the plan to the former director.

Snail Mail: Carol B. agreed to pickup the mail from the PO box and distribute on a regular basis.

Bucketville News: Sheri L. and Linda Gifkins will handle providing library content for publication.

Front Porch Forum: Anita will contact the Front Porch administrator to inquire about how to post items on their website.

Sat. Program Recap: Jenn F. reported that the program was a huge success with 41 people attending.

Kudos and thanks to Jenn!

Covid19: It was noted that the library will remain in Phase 2 for the foreseeable future.

It was agreed that extraneous, unneeded supplies being generated by the cleaning and organizing of library storage areas will be donated to other local organizations (ie: food pantry, elementary school, Grace Cottage, etc)

**New Business:**

An email was received from the State Library Dept. inquiring as to whether our library needs additional PPE. Carol B. will handle.

Auditor: It was suggested that the trustees consider using an outside auditor on an annual or semi-annual basis to monitor the functionality and management of the library. It was agreed that this should be seriously considered in the future.

Executive Session was started at approx 8:10pm

Executive session was ended at approx 8:45pm

Decisions were made during the session

1. pertaining to vacation pay for library employees
2. Authorization of each Trustee to make unilateral (without notification of other trustees) decisions regarding cleaning, and purging of storage and office areas.

It was agreed that frequency of Trustee meeting will be increased from once to twice per month.

The next meeting will be on Sept 8th.

Meeting adjourned at 8:45pm