

Meeting Notes for the Wardsboro Public Library Trustee Regular Meeting

Date 4/20/2020

Meeting minutes by: Mark Fernandes

Venue: Teleconference: Gotomeeting

Those present:

Mark Fernandes

Sheri Lewis

Carol Backus

Jill Dean

Carol Fay

Paul Spector: FOWL

Meeting called to order at 7:05pm

Changes to Agenda-

Add comments from Carol F. re: commuter parking lot

Add: Executive session

Public Comments- None

Approval of Previous Meeting Minutes- Meeting minutes were approved by all. Motion by Mark F.; 2nd by Sheri L.

Receipt of Treasurer's Report- Report accepted: Motion by Sheri L.; 2nd by Mark F.

Bob S. comment: Not much happening of note; salaries for March below budget due Covid19 library closing

Receipts of \$700: \$250 from Friends for printer. (part of award from Hannaford); misc.

Donations, sales of books

Jill D. comment: rec'd \$500 donation in mail today

Bob S./Carol B. comment: **Normally,** any surplus in town contribution will be paid to the library by check at the end of the fiscal year

Receipt of Library Director's Report-

It was noted that the title of the report should be edited to read "April" not May

Comments by Jill D.: In conversation with Jason (State Librarian); New guidelines pertaining to Covid19 will be released tomorrow. Jill mentioned that Jason expects the social distancing requirements are likely to be in effect until a vaccine is available.

Comment by Sheri L: Noted that the library should have an official document stating our libraries ongoing policies in regards the continuity of library operation as related to Covid19. It was noted that the need for this was document was raised at a previous meeting.

Guidelines: Guidelines as discussed in conference between Mark F. and Paul S. were reviewed and approved by FOWL on April 3rd.

Comment by Carol B.: Noted that certain modifications to the guidelines discussed in a previous trustees meeting were not incorporated into the guidelines document that was approved by the

Friends and that she should have been included in the meeting with Mark F. and Paul S. as was specified in a previous trustees meeting.

Comment by Mark F.: Mark will do a comparison of the two versions of the document and make notes to be discussed at a future trustees meeting.

Fundraising: Paul S. stated that FOWL has not made a final decision on holding the plant sale due to Covid19. It was agreed by all trustees (motion by Carol B.; 2nd by Sheri L.) to cancel this year's bake sale associated with the plant sale due to all the uncertainty.

Audio/Visual Plans: It was discussed at length and agreed that the scope of the project should be better defined prior to proceeding. It was suggested that a mockup of the screen size be provided in order to better understand the requirements. Carol B. volunteered to fabricate a rectangular sheet of some material that can be hung on the wall to illustrate proportions in context with the proposed location. Carol B. will be at the library at 10am on Wednesday April 22nd to execute. Carol F. and Mark F. agreed to assist. The size of the rectangle will replicate a TV sold by Walmart. Dimension of TV without Stand (W x H) Approx. 74 7/8" x 42 7/8"

Old Business-

Commuter Parking Lot: Carol F. attended a recent select board meeting to discuss the library trustees comments. Carol F. reports that the selectboard is considering other sites but their primary selection continues to be the library lot and that the selectboard continues to be receptive to the library's concerns in this matter. There was no discussion regarding possible paving of the library parking lot.

Fowl Meetings: Bob S. and Jill D. were planning to attend the last FOWL on April 3rd but due to conferencing software limitations, there were problems getting everyone on the platform. Jill D. ended up being the only library attendee. Jill noted that the guidelines were discussed and she brought up some possible additional points of discussion and that these would be passed along to the trustees soon. (post meeting note: Jill distributed to all trustees a copy of the guidelines with her notes on April 21st)

20th Anniversary Celebration: Bob reports that no further discussion or planning has taken place. Paul S. noted the same from FOWL.

Executive session started at 8:51pm

Discussions regarding library directors plans and activities during the remainder of the Covid19 shutdown. Carol B. and Sheri L. will meet with Jill to discuss possible tasks to best utilize Jills time--up to 23hrs per week..

No decisions were made.

Executive session ended at 9:18pm

Meeting was adjourned at 9:18pm

Next meeting to be held on: May 18, 2020