

WPL Trustees Meeting Minutes
11/02/2020

Meeting call to order at 7:02 PM

Attendees: Mark Fernandes, Sheri Lewis, Carol Fay, Bob Stupp

Public Attendees: Anita Rafael, Liz Specktor, Paul Specktor, Jerry Cloutier, Beth Liller, Sally Wadsworth

Changes to the agenda - none noted

Public comments - none made

Previous meeting minutes were accepted

Treasurer's report was accepted - budget allocation of \$5429.39 was received from Stratton and deposited into library's account. Bob sent an email to Jackie requesting a credit card be issued to the library director.

Library Operations Interim Report accepted

Old Business

Insurance Coverage - no progress has been made.

Tech Overhaul -

- microphone and video camera for public computer was purchased and installed. Both are for library staff use only and will be kept in a secure location. Cost of equipment was under \$50.
- The computer designated for public use is the best of all the computers in the library. A new computer will be purchased for the library director and will be placed in her office.
- Issue raised that the PCs are not networked to the printer. There is a resource to fix this issue.
- The Internet usage policy is now posted inside and outside the library building.
- Bob will work with Geek staff and Joshua Muse from the VT Dept of Libraries to correct the WiFi range issue. There is a piece of hardware needed to correct it, the state may offer the hardware for free.

Book Nook Update - Need a space in the library to create a comfortable space for the Book Nook. Caroline B. will be asked to work with Peter Sebastian to build a cabinet.

American Librarian's Association (ALA) membership - Funds will be available for the library director to become a member. \$100/yr membership fee paid by either credit card or check. Beth will research the ALA website to determine the requirements for membership.

Increase Board of Trustees to 7 members - Carol F. will research the steps necessary to change the library by-laws to increase the number of trustees from 5 to 7.

Celebration for the Library reopening, appreciation to volunteers and introduction of new library director. Attendees are by invitation only: select board, Friends, volunteers, trustees. Caroline B will work on refreshments. Mark will create the list of attendees. Anita will create the invitation by email.

Topics for Bucketville News - Deadline for BVN submission is Nov 10. Topics for December issue are:

1. Explanation for Phase 3 Reopening Plan. What is/ isn't allowed.
2. Announce Book Give Away for Kids led by Carol Steiner.
3. Announce Book Nook
4. Announce library director - short bio

5. Announce December library hours - may include Take out times
 6. Announce holiday closing dates and times in December and January
- Annual Appeal Letter update** - letters are ready for mailing. List of recipients included land owners.

New Business

New library director on-boarding issues - start date Nov. 9. Beth will complete all required employment forms at the Town Office on start date. Anita will provide all orientation and job training. It should take 4 - 6 hrs. Beth has agreed to begin in the next week her training toward receiving a Certificate in Librarianship

Purchase of chairs - Beth will lead the purchase of library chairs.

Publicity in Bucketville News - publicity for all events should be included in the calendar of events in the BVN. Anita suggested hiring someone to help get information out to the public.

Executive session - cancelled

Any other business - Anita updated the trustees on the library reorganization and redecorating.

Next meeting: November 16, 2020

Adjourn - 8:05

Submitted by: Carol Fay, Secretary