

## **Wardsboro Public Library Trustee Monthly Meeting**

**Date: 6/15/2020**

Meeting minutes by: Mark Fernandes

Venue: Teleconference; Platform: GoToMeeting

Those present:

Mark Fernandes

Sheri Lewis

Jill Dean

Carol Fay

Bob Stupp

Changes to Agenda-

Changes proposed by Carol F.

1. Discussions regarding 2020-21 budget
2. Document to be written on behalf of the library to communicate with the public regarding COVID19
3. In person meetings

Public Comments- None

Approval of Previous Meeting Minutes- No comments or changes, Motion and 2<sup>nd</sup> made to receive and accept, all agreed

Receipt of Treasurer's Report- Motion to receive by Sheri., 2<sup>nd</sup> by Mark F.

Mark F. requested a clarification on the variability from year to year of the "communication" line item. Jill noted that this is due to vendor billing procedures and that the actual cost does not fluctuate.

Discussion regarding the "supplies" line item. Jill explained that these are, for the most part, general supplies but may also include some arts and crafts supplies.

It was noted that expenses related to COVID19 are being tracked separately and that to date approx. \$150 has been incurred.

Bob S. will check with Jackie (town clerk) to see if any "Care" federal funds are being received by the town to subsidize the libraries COVID19 expenses.

Motion to accept report by Sheri and 2<sup>nd</sup> by Mark, all agreed

Receipt of Library Director's Report- No regular stats due to library closure.

Carol commented on the large volume of email being sent down from the state regarding COVID19

Mark made motion to accept report and Bob 2<sup>nd</sup>; all agreed

A/V project to be discussed below

Artwork Committee Jill noted that an exhibit of oversized photos has been offered (by Irene, regarding Bo Angell) for a future exhibit

It was agreed to forego an exhibit of fine artwork from the Coony collection due to security and logistics issues.

Guidelines: All present agreed to proposed changes of item #6 submitted by FOWL. Mark will communicate this to Paul Spector and the new revised document will be approved along with this revision.

It was agreed that the provision regarding the rekeying of the entry door locks is to remain as written. Mark will coordinate implementation.

Grant: Jill reported that the Vermont Arts council has no issues regarding having a trustee do the actual installation of the equipment.

Regarding the writing of the Grant: Carol and Jill will handle. Bob will handle the financial documentation requirements.

It was noted that the deadline for submittal of the grant request is July 27.

Sheri agreed to contact Ward Electric to request a proposal for power requirements.

Mark will provide a schematic of the equipment layout.

FOWL Meeting: No report

Old Business:

Egg hunt: canceled

Website design: Sheri noted that no progress is apparent on the suggested changes to the website.

It was agreed that unless significant progress is made within the next two weeks, other web designers will be solicited to handle this work.

Transfer station Bottle/Can deposits: Jerry Cloutier has volunteered to handle pickup, transportation and redemption on behalf of the library. All agreed that Jerry deserves special recognition for this service.

New Business:

Reopening of the library: Jill reviewed the rules being followed for the phases of reopening and the forms that she is required have been completed as required by the state.

It was noted that the state has approved the reopening of the library as of June 9<sup>th</sup>, 2020 contingent upon certain requirements and protocols; all of which have been met except the installation of a "Sneeze Guard". Mark agreed to implement the installation of a plexiglass sneeze guard post haste with a goal of opening the library no later than July 1<sup>st</sup>. Mark plans to fabricate the sneeze guard and have it installed this week.

Library Directors Job Description:

Carol has drafted a proposed job description and all trustees approved of it. The only part of the description that is still incomplete is the section on "Physical Requirements and accommodations". Jill and Carol are currently working on this section and plan to have it completed soon. Upon completion, the document will be distributed to the trustees for review.

Budget for 2020/2021: Bob is working with Jill to complete the budget and plans to have it ready for review by the end of June.

Future meeting format: It was proposed that the next meeting be in person at the library and that physical attendance be made optional to accommodate individual COVID19 concerns. Those wishing to attend electronically may do so.

Motion to adjourn by Mark, 2<sup>nd</sup> by Sheri

Meeting adjourned at 8:29pm

Next meeting scheduled for: July 20, 2020 Platform: GoToMeeting