

## **Regular meeting of the Wardsboro Library Trustees**

**Monday, November 16 2020 at the Library, 7:00 P.M.**

Masks and social distancing required. Alternatively, join virtually on GoToMeeting

### **Meeting Minutes**

**Attendees** Trustees and Staff: Mark Fernandes, Carol Backus, Carol Fay, Sheri Lewis, Bob Stupp, Beth Liller, Anita Rafael.

Public Attendees: Marge Aube

Meeting called to order at 7:01pm

**Changes to the agenda** - Discussion of Facebook added to agenda under New Business

**Public comments** - No public comments made

**Approval of previous minutes** - Minutes of 11/02/20 meeting accepted as written. Carol B questioned whether it is necessary to note the name of trustees absent from the meeting.

**Approval of treasurer's report** - No changes made to financial reports. Bob S. added the following points:

1. There is an increase in the number of annual appeal donations paid through PayPal on the website. The implications are that there is a fee for using PayPal that decreases the amount of money received. However, the convenience of paying using this method may increase the number of donations that offset the fees.
2. A cleaning person has been interviewed by Bob and Anita. We are waiting for references. This person is a professional cleaner and understands the library's cleaning needs during the pandemic. The hourly rate is \$25/hr for 4 hr. minimum per visit. The frequency of cleaning depends on Covid regulations. The new cleaner cannot clean 3 windows located on the second level of the building. Mark F. volunteered to clean them. Carol B. asked that the cleaner notify the trustees immediately if any signs of mice are noticed. Chris Cloutier will continue cleaning the building until December when the new cleaner will start. The new cleaner has an independent contractor status and all required labor regulations will be followed. Bob will take on this responsibility. Mark requested a copy of the new cleaners liability insurance certificate.
3. Bob is in the process of setting up a tax exempt Amazon account to be used for all Library purchases from Amazon.
4. CLiF sent an email requesting the status of the library so that monies for children's books can be used by the library. Carol F. will respond to the email. Beth will follow up with CLiF to introduce herself and learn more about the program.

The treasurer's report was accepted as presented.

**Approval of Library Operations Interim Report** was submitted by Anita Rafael prior to the meeting. It was accepted as written with no questions or comments.

Anita added that Beth's training is going well and needs to continue over the next few weeks. It was approved that the number of training hours for training/ orientation increase to 30 hours per week for two weeks.

#### Old Business;

**Insurance coverage** - the town is self-insured through the VLCT. The policy covers the library contents for \$141,647. Bob has talked with Jackie and VLCT staff to determine exactly what is covered and is still reviewing the policy to determine if our coverage is adequate. It was noted that there are 9500 books housed at the library which would be included in the list of insurable library assets/ building contents.. Lara Keenan was consulted on whether the VDL offers insurance, which they do not and this issue is outside the scope of their responsibilities.

**Holiday gathering** is cancelled until it is safe to hold large social events.

**Tech Overhaul** - the laptop computer has moved to Beth's office. A new laptop will be purchased for public use. Bob is working at the VDL to get grant money for purchasing a new computer.

**Book Nook** - Carol B. will ask Peter Sebastian to work with Mark to build storage units for books in the Book Nook.

**ALA** - Beth will sign up as an individual member. Library will pay a membership fee. Increase # of trustees to 7 - The process was explained by Carol F. The reason for wanting to increase the number of trustees to 7 was discussed. No conclusions were made and the topic was postponed until the first trustees' meeting in March.

**Bucketville** - an article was written and submitted for the November issue. The December issue submission date is 11/18/20. There has been no formal announcement of Beth's hiring nor any new information about the library's reopening plan. Sheri, Beth and Anita will work on this initiative. Beth and Anita discussed their ideas for improving the format and content for the monthly updates in the BVN. These suggestions include more graphic format, more relevant and interesting content, The December issue content is due December 10.

**Annual Appeal letter** - Beth was assigned to pick up the mail.

**A/V Equipment** - As of 11/18/2020, we have not yet purchased the AV equipment because we are still setting up the Amazon account for the Library. Beth expects to make the purchase on 11/19 or 11/20. The equipment includes a 85" Sony TV, mounting bracket, sound bar for a cost of \$2150.

**Holiday: children's book gift bags** - Carol Steiner and Beth discussed distributing "curb-side" children's books to elementary students. Sheri and Carol B volunteered to fill book bags. Tentative scheduled date Dec. 5.

**New Chairs** for library - Two suggested library chairs were viewed by Beth. Both suggestions were liked, but no decision was made on which ones to buy. Anita would like to buy one of each to test the comfort and durability of each type. Sheri agreed to show Beth and Anita a sample of a chair used by her school. The trustees suggested postpone the purchase until the library is open to the public.

**Facebook** - Jill made Beth an administrator of the current Library Facebook page. This will give Beth the ability to post content and change password, but Jill still owns the

page. Beth can close the page, but will lose all the Friends of the group. The trustees would like the FB page to be totally independent of any individual and the administrators assigned would include a trustee, this should eliminate any similar issues of ownership and access. Carol F. will write a policy for inclusion into the employee handbook. It was decided that Beth will open a new FB page, retrieve a list of Friends from the old page, and publicize the new page.

### New Business

**Beth Liller: Status:**

New employee paperwork and Employee Handbook Timesheet format and approval procedure. There are no issues noted with the orientation and start of Beth's employment. The first timesheet was signed and submitted with no issue. The Employment Handbook Acknowledge was signed and submitted for filing Beth's personnel file.

**Phase 3: opening** of library to public - A vote was passed to postpone Phase 3 of the reopening plan until the COVID surge subsides. A vote was passed to Increase the hours for " book take-out service" to include Wednesday 10 - 2.

**Record Keeping** - Archived files (meeting minutes, agenda, and relevant information) will be kept in a file cabinet. Confidential files (personnel files, medical information and financial files) will be kept in a secure file cabinet. Keys for the cabinet will be given to the Trustee Secretary and one other person, not the library director.

**Health Officer Statement** - Bob Backus was available for an update on Covid. There are two cases of unconfirmed cases of Covid in the area. Further testing and contact tracing need to be completed. Bob will keep the library trustees informed if any action is needed related to this incident. Bob encouraged all to follow the Governor's recommendations and all staff and volunteers should follow the safety requirements outlined in the Phased Reopening Plan. Anita will follow-up with this issue.

Next meeting: Dec 7, 2020

Adjourn