

Meeting Notes for the Wardsboro Public Library Trustee Meeting

Date March 16, 2020

Changes to Agenda-New business should be prioritize

Bake Sale can be tabled until next month

Appointment of Board Officers moved to the beginning of the meeting

Appointment of Board Officers-

1. Chairperson- Unanimously voted upon for Carol Fay
2. Vice person- Unanimously voted upon for Carol Backus
3. Treasurer- Unanimously voted upon for Bob Stupp
4. Secretary- Unanimously voted upon for Mark Fernandes
5. Trustee at Large- Unanimously voted upon for Sheri Lewis

Public Comments-None present

Request by Friends for participation in 20th Anniversary Event

Approval of Previous Meeting Minutes- new procedure for trustee sign off name and date to demonstrate opportunity taken to review the notes prior to meeting.

Receipt of Treasurer's Report-Donations continue to come in. Line item budget will cover extra costs for potentially more cleaning needs.

Receipt of Library Director's Report-

Patron visits are up yet borrowing is down when compared to other months, Egg Hunt is postponed until the summer.

Stuffed animals have been removed from the public area due to Coronavirus concerns. Researching cost of a 2nd phone line necessary for a fax. Jill will look at the cost effectiveness of offering fax service through the library. March 28th Library Scavenger Hunt will be cancelled. Chat & Chew will be online. Knitting items will be taken from the library for safe keeping by Anita Raphael. Paintings by Arlo Monroe and Betsy Fellows will be hung during the month of April.

Motion to accept the Director's Report unanimous.

New Business

1. Discuss library's policies regarding Coronavirus.

Should the library remain open? There is no policy in place. Currently there are 25 public libraries closed in Vermont. The VT state librarian encouraged closing of libraries, but has not provided a directive to libraries as each town's board of trustees has to make the decision to close or not.

The Trustees unanimously voted to close the library effectively March 17, 2020 thru April 5, 2020 potentially to open on April 7th and reevaluated on April 6th, 2020.

In lieu of the closure, Jill will be providing a detailed notice regarding online access to the libraries resources. Posting of this notice can be found on Facebook and the WPL website.

Additional paperback books to borrow will be added on the ramp of the library.

Carol Fay will contact the Chair of the FOWLS to let them know that access thru the library will not be available.

Infectious disease policy- draft was reviewed and discussed. Tabled for discussion for approval of the policy until the next meeting to allow for review and alignment with town policy which is currently yet to be decided.

Old Business

1. Decision to renew Gant Station Software-Motion made by C.Fay to not renew Grant Station. No objections.
2. Recruiting trustees and volunteers that are more representative of all library patrons.-Tabled until next meeting
3. Staff performance evaluations-Tabled until next meeting.
4. Decision to use Vermont Geeks for technical support. Motion made by C. Fay 3-0, one abstention.
5. Record-keeping -update. Motion made by Sheri Lewis for a Google account for all WPL record keeping and archived files. All future documents will go in the Google Cloud. All in favor 4-0.

Request by Friends for participation in 20th Anniversary Event- Bob Stupp will represent the Trustees.

Update on Friends bylaws revision-#2-discussed with no action required.

Carol Fay and Carol Backus will meet with Paul Spector to review the bylaws and get clarification.

Appointment of Committees and Committee Chairs

Art- Jill Dean

Building - Mark Fernandes

Guideline- Mark Fernandes and Carol Backus

Fundraising-

- a. Events and future status
- b. Grants VT Art Council- Cultural Facilities' Grant
- c. Annual Appeal

3. Fundraising-

Memorial Bake Sale- Carol Backus

Fourth of July- Book Sale - Mark Fernandes

Book Sale Event- Carol Backus

Duck Race-Sheri Lewis

Annual Fund- Carol Fay, Sheri Lewis, Bob Stupp

Gilfeather Booth- Carol Backus- Library and Tour Guide- Bob Stupp

Holiday Event- Sheri Lewis and Jenn Finaldi

4. Friends Meeting Report- Carol Fay

Adjourned at 8:38

Next meeting on April 6th, 2020 to discuss WPL public access status.