

Meeting Notes for the Wardsboro Public Library Trustee Meeting

Date: 9/22/2020

Meeting minutes by: Mark Fernandes

Venue: Wardsboro Public Library and GoTO Meeting

Those present:

In Person

Carol Backus

Anita Rapheal

Jerry Cloutier

On Line

Sheri Lewis

Bob Stupp

Mark Fernandes

Marge Aube

Agenda Changes

Changes proposed by Carol B..

1. Discuss Knitting Hutch
2. Discuss Regular Cleaning

Public Comments-

Carol B. requested that members of the public should reserve any and all comments and concerns regarding the management of the library and them directly to the Trustees during the "Public Comment" portion of the monthly meetings.

Minutes from the previous meeting:

One change was noted and Mark F. stated that the minutes had been edited accordingly. Carol F. moved to approve the minutes and Mark F. 2nd and all agreed

Treasures Report:

Sheri moved to accept the treasurer's report and Mark F. 2nd.

Bob S. reported that \$500 in donations were received during the previous month. Bob S. also noted that expenditures were down due to the status of the library.

Bob also noted that his efforts to acquire a credit card for library use had been successful and that the town select board had approved. Bob will possess the card until the new librarian is hired at which time it will be possessed by the librarian.

New Business

Library layout plans:

The approved improvements to the children's area have been implemented and it was noted that the new paint work looks great. Thanks to Linda Gifkins, Anita and Jerry Cloutier for a job well done.

Anita R. noted that Jerry Cloutier has been donating a lot of his time for implementation of leasehold improvements and he should be recognized by all for his efforts. All agreed and it was also noted that Anita has been instrumental in implementation and coordination and should also be recognized for such.

Anita and Jerry reviewed new floor plans for the barn portion of the building. Copies of the proposed floor plans are attached hereto.

Anita summarized the changes and noted that the new layout includes moving all books to the rear third of the barn area and the front two thirds can be utilized as a community meeting area including a coffee bar along the north wall.

Anita also proposed removal of all the existing computer stations. Anita proposed substituting the desktops with the three library Chromebooks which will be checked out to patrons for in-library use. This change would free up the space currently occupied by the desktops.

9/8/2020: Anita reviewed the new layout for the children's area and got the "go ahead" to proceed with the changes. Anita spoke of possible changes of the barn layout. It was requested that a floor plan showing the changes be drafted and submitted to the trustees for review. Anita also suggested that certain existing furniture be disposed of and replaced. Carol Fay agreed to work on this and research possible sources of new or used quality furniture.

Book Donation Policy

Anita drafted a proposed policy for review. All agreed that this policy should be adopted. Anita will finalize the document and it will be posted.

9/8/2020: Anita noted that book donations are being accepted by appointment only. It was agreed by all that donations of periodicals and magazines are NOT to be accepted. Anita agreed to direct all future contributors to place all book donations in the garage. (post meeting note: Anita requested that a formal policy regarding book donations be drafted and then publicized.)

Facebook and computer logon password

Bob S. noted that these issues have not been resolved.

Library computer systems

Anita noted that it is her opinion that the entire library hard drive and platform requires some updating. All agreed that this should be addressed. Bob S. will initiate implementation.

9/8/2020: Anita and Mark will review the directory structure and contents of the previous directors computer files and make a decision on how they may be used or archived.

Children's Books

Anita noted that she and Liz Spector (mostly Liz Spector) have weeded out all the obsolete/unused books from the children's section.

Library Liability Insurance

Bob S. stated that he has researched this and has uncovered some possible deficiencies. He agreed to continue his work to evaluate the current coverage and possibly propose necessary changes.

Equal Access

Carol B. requested that all trustees review the Equal Access document and be prepared to discuss at the next meeting.

Santa Event

Sheri stated that, with the existing Covid19 restrictions in place, it will be extremely awkward to hold this event and abide by the rules and recommended that it be canceled. All agreed.

Appeal Letter

It was noted that work should commence on this year's appeal letter. All agreed. Sheri agreed to check with her resources that have assisted with implementation in the past to confirm a timeframe in which they will be available to help out this fall.

Sheri agreed to initiate an appeal letter document in Google Docs and will then share with all other trustees for input.

Bob S. made suggestions for the content of the appeal letter. All agreed.

List of Accomplishments

Carol B. suggested that a complete list of all the accomplishments and work that has taken place in the library in the last few months (Anita has already done a rough draft of this) be posted for public consumption in the library and possibly on the website.

Regular Cleaning

It was agreed that the library should be professionally cleaned on a regular basis. Jerry C. suggested that a complete list of cleaning duties and frequencies be drafted and be put out to bid. Sheri noted that it is the responsibility of the trustees to monitor the quality and effectiveness of the cleaning going forward. Sheri and Anita will work on drafting a "Scope of Work" document.

Executive session: Entered ES at 8:15pm. ES exited at 8:35pm. No decisions made.

Motion to adjourn by Sheri and 2nd by Mark. Meeting Adjourned at 8:46pm