

Meeting Notes for the Wardsboro Public Library Trustee Monthly Meeting

Date: 5/18/2020

Meeting minutes by: Mark Fernandes

Venue: Teleconference; Platform: GoTOMeeting

Those present:

Mark Fernandes

Sheri Lewis

Carol Backus

Jill Dean

Carol Fay

Bob Stupp

Paul Spector

Changes to Agenda- None

Public Comments- None

Approval of Previous Meeting Minutes- Add Bob Stupp to attendees list for previous meeting
Motion to receive and accept by Carol F., 2nd by Mark F.; all agreed

Receipt of Treasurer's Report- Motion to receive by Carol F., 2nd by Bob S.
Comment by Bob S., expressed concern about lack of income anticipated due to Virus
cancelations of fund raising events. Bob questioned whether it would be prudent to proceed with
capital expenditures (A/V system) in light of the anticipated shortfall in income.
Discussion of this to be continued in "Grant" section below.
Motion to accept report by Carol F. and 2nd by Mark F., all agreed

Receipt of Library Director's Report- No regular stats due to library closure.
Jill noted that Wifi usage and E audio book activity were up for the month (730 Wifi users, 35 E-
Audio books checked out)
Jill noted that Chat & Chew Book Club and Saturday Children's programs are to be held on line.
Jen F. will be distributing childrens crafts materials to families for use in programs being held on
line during the summer months.
Jill received and has been using the new scanner.
Carol F. made motion to accept report and Mark F. 2nd; all agreed

Artwork Committee: It was proposed that a virtual tour of the library artwork be created and
posted on-line. Bob S. to consider filming.

Guidelines: A comparison of the two versions of the guidelines was reviewed and discussed.
It was agreed to accept the most recent version that was drafted by FOWL with the following
revisions:
Item #6: Add language to ban "Vaping"; Add statement to preclude alcoholic beverages from
any event where children will be present. Add another statement to acquire special insurance
coverage for events open to the public at which alcohol will be permitted.

Grant: Mark F. agreed to install an 85" TV and Soundbar. It was agreed that an expenditure of up to \$5000 (\$2500 of which to be through a grant; maximum out of pocket for library funds to be \$2500). Jill will check with Vermont Arts Council as to whether they have any restrictions and/or requirements pertaining to the qualifications of the equipment installer.

FOWL Meeting:

Carol F. and Jill attended the most recent FOWL meeting. GTF has been canceled for this year. An abbreviated format is being considered. Paul Spector commented regarding amendments being considered to the FOWL Bylaws. No finalized changes being proposed to date.

Old Business:

Curbside Library Service: Jill has drafted a procedure for this. Carol F. will do a final draft and submit to the Selectboard for approval.

Upon completion, the procedure is to be added to the library website and signage will be posted at the entrance area.

Library safety policy: Jill has drafted this and it will be passed along to Bob Backus, the town sanitarian, for review and approval.

Wifi Banner: FOWL has approved a banner to be installed on the building

Building Cleaning: Cleaning supplies have been purchased and the building will be thoroughly cleaned prior to opening to the public.

Timesheet procedure: Carol F. drafted a formal procedure for the approval of timesheets. Jill followed the procedure for her most recent timesheet and will continue to do so for all future timesheets.

Commuter Parking Lot: The town has formally designated the library parking lot as the "Commuter Parking Lot" for the town of Wardsboro. Signage will be created to reserve a certain area of the lot for library WiFi patrons.

New Business:

Sheri L. submitted suggestions for changes to the website to Unita. Jill will be meeting with Unita on 5/19/20 to review and discuss proposed changes to the website design.

Meeting adjourned at 8:53pm

Next meeting to be held on: June 15, 2020 Platform: GoToMeeting