
Date 14 July 2020 | *Meeting called to order by* Grace Fuller @ 6:00

In Attendance

- Present: Grace Fuller, Pat Piper, Jen Van Cor, Heidi Foy, Sue Regal – Voting Alternate, Aysia Morency and Crystal Hoyt - ex officio
- Absent: Erik Jones

Public Comment/Friends of Library

- Update from Cheryle Feirick, not present, via Grace: Cheryle spoke to Lisa Gardner about doing the Author's Tea via Zoom, but Lisa does not want to do that. Location still unknown. Lisa is willing to postpone until the spring of 21. Next Friends of the Library meeting is August 12

Review and Approval of Minutes

Treasurer's Report

- \$11 in unanticipated funds, moved to accept by Grace, seconded by Heidi. Passed.
- Reports provided to board: Unanticipated Funds ledger, narrative regarding end of fiscal year closing and funds to return to town, and monthly budget report for June
- Motion to approve tasks outlined in Pat's narrative by Heidi, 2nd by Sue – Passed
- Grace suggested adding a COVID expenses category to use for sneeze guards and other PPE
- Decided that paint purchased for projects this summer will be paid for by the library
- Heidi suggested we use the data projector next meeting to discuss Treasurer's reports
- Grace moved to accept Treasurer's Report, Heidi seconded. Passed.

Library Director's Report

- Crystal presented her monthly report.
 - A how-to video is being prepared by Atrium regarding some of the features such as the book bag and how to reserve books. Once the video is finished, Library staff will document the how-to procedure in writing
 - A newsletter was created by Aysia and sent out a week ago
 - Discussion of technology. We will discuss a technology plan at our next meeting in August

Old Business

- Summer Reading Program
 - 20 people signed up
 - Grant check not in yet but Aysia is following up
 - Program starts next week – projects include Treasure Chest, Mask Making, Creating a Castle

- Aysia sent out 30 letters to local vendors to solicit prizes, but only 3 responded.
- Aysia plans to put together a slideshow of the finished projects when the program is over
- Pandemic Documents
 - Edit – remove “?” from staged reopening document
 - Motion to approve all 3 Pandemic documents by Jen, 2nd by Sue - Passed
- Status of library services and proposed ideas
 - Discussion of anticipated changes regarding services being offered – mostly discussed technology (hot spots, laptop checkout, need for new printer)
- Discussion segued into identifying a date for Stage 3B Opening
 - For Stage 3A – Crystal will provide Trustees with a list of tasks that must be completed prior to 3B Opening (i.e. install sneeze guards, clean up painting materials) as well as a longer term list of tasks for the Stage 4 Opening (i.e. purchase and install locksets for bathrooms, repair and/or replace faucets in bathrooms)
 - The date of Saturday, August 1 for the Stage 3B opening was proposed; however, with the new library hours (see new business) and some anxiety about opening, Pat suggested that we schedule a Zoom meeting in a week. This will give Crystal and Aysia a chance to dive into what needs to be done to prep the library for Stage 3B and think more about the changes in the library hours.
 - Zoom meeting scheduled for Tuesday, July 21 at 6pm
- Status of volunteer training and activities
 - Discussion of using volunteers to provide home delivery of books
 - Crystal was asked to document procedures for this service for discussion at next week’s July 21 Zoom meeting

New Business

- Prior to today’s meeting, Grace had discussed with staff the Trustee approved change of staff hours, removing the 6 hours of admin time and increasing the on-site hours from 24 to 30
- Updates from various Library tele/video conferences
 - Crystal shared a tip from one of her conferences – developing talking points that staff will say to all visitors during the Stage 3B reopening
- Policy Review
 - Grace presented a matrix of all policies. This will become a standing agenda item in the future.

Next Meeting

Zoom Meeting July 21 @ 6:00 PM

Trustee Meeting August 11 @ 6:00PM

Motion to adjourn made by Pat, seconded by Jen. Passed.

Adjourned @ 7:55 PM