

Effingham Public Library
Board of Trustees
November 10, 2020 Meeting Minutes

The meeting was called to order by Grace Fuller at 6:00 p.m. A quorum was present.

Present: Grace Fuller, Pat Piper, Erik Jones, Jen Van Cor, Sue Regal (Alternate), Lee Shaw (Library Director), Aysia Morency (Assistant Library Director), Cheryle Feirick (FEL President)

Absent: Heidi Foy

Members of the Public: None

Sue was appointed as a voting member for this meeting in the absence of Heidi. Grace announced that Heidi has resigned as a Trustee for health reasons. The Board wishes her well and thanks her for her service.

Friends of the Library

Cheryle reported that there was a need to discuss the Friends Annual Appeal and determine for what specific project or wish the monies would be dedicated, as it has proven to be more successful when there is a specific goal announced.

Cheryle also advised that the Friends will be discussing the possibility of moving back to having in-person meetings and wondered whether or not this would be permitted in the Library's Multi-Purpose Room.

Secretary's Report

There were several sets of minutes to be approved.

The September 15, 2020 meeting minutes were reviewed. Jen moved to approve them as written. Seconded by Grace. Passed and carried.

The September 19, 2020 meeting minutes were reviewed. Sue moved to approve them as corrected. Seconded by Pat. Passed and carried.

The September 19, 2020 non-public session minutes were reviewed. Jen moved to approve them as written. Seconded by Pat. Passed and carried.

The October 13, 2020 meeting minutes were reviewed. Sue moved to approve them as written. Seconded by Grace. Passed and carried. Pat will send out the final version of these minutes.

Treasurer's Report

Pat reviewed the Treasurer's Report and its new updated look and features. After brief discussion, Grace moved to accept the report. Seconded by Jen. Passed and carried.

There were \$51.99 in unanticipated funds, representing \$2 in printing and copying fees, \$10 in book sale receipts, and \$39.99 for the replacement of a damaged item. Erik moved to accept the \$51.99. Seconded by Sue. Passed and carried.

Library Director's Report

Lee and Aysia reviewed their report, touching on some of the highlights.

Aysia reported that:

- Patron use was up in October versus September.
- The circulation of children's books and kits was up.
- The Cemetery Tour was successful, the scarecrow contest not so much. The possibility of adding a pumpkin carving/decorating component to the contest next year is being considered.
- They are looking into some ways to off load some of the used books.

Lee reported that:

- Moving to Stage 4: They were considering reopening on November 17 but that the recent COVID spike has led to a decision not to do so.
- Virtual Programs: Some being considered include a virtual story time, employment and career assistance, and a possible school age program involving reading and a craft.
- Weeding: They are looking at books that have not been checked out since being cataloged but want to ensure that there are no gaps in the library's offerings.
- Supplies: Some are needed.
- Email: They are setting up emails that are specific for the director and assistant director while also maintaining the general email for the library. This will allow them to have better/more efficient access to emails specific to their roles.
- Hours: They have discussed changing the hours. Possibly a survey in the newsletter to get feedback on that and also possibly new offerings.
- Home Delivery/Pickup: Discussing possibly once every two weeks. Would be a "curbside plus" concept.

Old Business

2021 Budget

The Budget made it through both the Board of Selectmen and the Budget Committee as submitted. The next step is the Budget Public Hearing and then Town Meeting approval.

Policy Reviews

The Code of Conduct Policy was reviewed and discussed. Jen will revise again and resend. The Exhibits Policy, the Multi-Purpose Room Policy, and the Collection Development Policy are all bumped to the January 2021 meeting.

New Business

Trustee/Alternate Trustee Slots

Heidi has resigned. Sue indicated that she would accept appointment as a full member through the March 2021 meeting. Grace will take this recommendation to the Board of Selectmen. The Board was asked to be thinking of possible replacements for Heidi as well as for alternates.

Friend of the Library Memorandum of Understanding

The Board review the MOU and felt it was fine as written. Grace and Cheryle will take it to the Friends at their next business meeting for review and re-signing.

Board of Selectmen/Library Trustees Agreement

The Board reviewed the Agreement and felt it was fine as written. Grace will take it to the Selectmen for review and re-signing.

Adjournment

Erik moved to adjourn at 7:28 p.m. Seconded by Pat. Passed and carried.