

Board of Library Trustees

Minutes

Monday, May 11, 2020, 6:30 pm. Via Zoom.



2020 MAY 21 AM 8:31

Present: D. Batson, K. Boyles, L. Lawson, J. Lundgren, C. Winslow

Absent: L. Cosato

Minutes of February 6, 2020 Approved.

Director's Report:

Building Update: No one had been permitted into the building for the past several weeks; currently both Debbie and Kathy have been cleared for accessing the building (individually) with the hope that soon staff may be moving towards being in the building at the same time with proper protective measures.

Staff continues to work from home. Each staff member has a specific individual task/project for their focus, in addition to continuing Professional Development via professional webinars.

Budget FY20: Debbie has been advised to continue to pay for "continuation of services" (ie: recent contract for consistent exterminator services) but otherwise not to be making additional purchases.

Budget FY21: The State is currently re-doing its Budget. Our Town does have its Budget set, but MAY be looking at changes depending on the outcome on the State level.

Draft Reviews:

Board looked at Drafts for Re-Opening Plan and Materials Handling Plan.

Once Staff is able to be in the Building on a more regular schedule several processes can be looked into/investigated/started such as:

- Calling Patrons to "touch base" and connect with them.

- Beginning to accept returns.

- Investigating "curbside pick-up".

*All of these processes will need to have specific guidelines and procedures that adhere to "best safety practices" and meet any/all guidelines instituted by the State.

At this time, it is still too early for the Board of Health to do a "walk through" of the building and evaluate needs, although this is something that should be requested as re-opening to staff and public moves forward.

Supplies that are needed for the Library's preparation and subsequent "phased" reopening (PPE, cleaning items, etc.) should be provided by the Town (as they are for any of the other Town owned Buildings).

The Board recognizes the enormous challenges that the Director and Staff have contended with and will continue to be faced with during this time...and Thanks them for meeting those challenges!

Next Meeting: via Zoom: Wednesday, May 20th, 6:30 pm.