



MINUTES FOR LIBRARY TRUSTEES MEETING

September 15, 2020

Present (on Zoom): William Gould, Dick Backus, Sarah Chapman, Tom Rothwell, Kate Fitzpatrick, Jennifer Allocca, Dick Jardine.

Review and approve prior minutes

The August minutes were approved by the Board, after correcting Lorraine's last name to McKim as the trustee replacement.

Treasurer Reports

- Payroll remains under-budget, this month by \$9.8K.
- The IT expenses are less than budgeted, as the vendor has not billed the Library.
- Income from the Dodge trust fund came to \$1.3K.
- Bill will work on the budget in the coming weeks. The budget is to be prepared for the November 12 town budget meeting.

Library Director's Report

- Sarah provided a number of items to discuss:
 - Mary Atai is producing an article on the history of the library.
 - Hours were changed on the curb-side service, adding 9 hours.
 - The library staff would like to not open until later in the fall.
 - ILL requests with the state library system are beginning again, with changes in the procedures due to COVID protocols.
 - Town government usage of the library meeting rooms will be under the control of the director of the town organization holding the meeting. That person will be responsible for ensuring appropriate COVID protocols are followed.
 - Dick Backus will look into plexiglass shields for the library.
 - The library director will assemble initial policies and procedures for the library reopening and the use of library facilities.

Human Resources (and Little Free Library) Report

- Kate and Sarah are continuing to coordinate on the human resources handbook.
- Kate will continue to work with the Girl Scouts on the Little Free Library as the scouts are meeting again. The Board voted not to put the Little Free Library into operation until it is appropriate considering the COVID environment.
- The Board will produce a framed photograph of the library as a departing gift for Craig.

Project Reports

- Solar Display: The Board provided input for the next iteration of the display poster. The latest version looks very good. Some additional graphics will be added demonstrating electricity consumption of commonly-used items.

Facilities Report

- Dick B. investigated the water heater situation and received a bid from Andrew Phillip. Sarah felt that the cost was excessive. Dick B. will pursue a bid from Eric Frost.

Friends Report

- Nothing to report.

New Business

- No new business.

The Board adjourned at 8:22

Next meeting is October 20 , 2020 at 7:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard J. Jardine".

Dick Jardine, Secretary