

LIBRARY TRUSTEE MEETING MINUTES

June 3, 2020

Attending: Bree Drapa, Pat Hechmer , Peggy Rodgers, Leanne Saddlemire, Vicky Ross, Laurie Wight

via Zoom conferencing @ 8 am - 9:30 am

To comply with current Covid-19 restrictions, this meeting was held via electronic conferencing.

1. Public Comment - None

2. Approve Minutes - Yes

3. Budget report - We are 92% through the fiscal year and have spent 84% of the budget. There is an outstanding unpaid bill due to a lost shipment of books. Those books have been found by the supplier, will be shipped and the invoice is available. There will be some "wiggle room" with funds due to no professional development or traveling expenses due to Covid-19.

4. Librarian's report- Bree, as always, been very busy. She has been attending many Zoom meetings regarding Summer Reading Program and Reopening, etc.

Circulation- Circulation has been good with curbside pickup, and online resources. Programming has included 2 Dorothy's list activities, bingo, virtual storytime.

Summer Reading Program- The program, ***Imagine Your Story***, has been changed and continues to be changed due to the evolving reopening of our state. The kick off will be June 19th with folders stickers, bookmarks, etc.) being delivered in the parking lot or during curbside delivery. See many details in the town newsletter using the link below <https://westfordvt.us/wp-content/uploads/2020/05/2020-June-Newsletter.pdf>

Trustees will explore getting prizes for the end of the program.

Operational issues - Having the weekly storytime held outside at the Westford School during lunch pick-up time is being explored. More details to come on that.

Volunteer shelving/processing support - Volunteers will be contacted to see if they are willing to resume volunteering. Tasks will include: shelving materials, moving things

around and taking things out to get ready for an eventual reopening.

PLA WiFi Grant - Bree applied for the PLA WiFi Grant and won for \$3,000-5000 to install a sophisticated wireless network that will supply the entire common. There was collaboration with the White Church and Red Brick Church to make this all available.

5. Building and grounds updates-

Cleaning - Brian will be contacted regarding maintenance and rug cleaning.

Electrical - The lighting project has been completed with new bulbs installed in the overhead lamps.

6. Reopening plan - Bree is the health officer and will monitor patrons and staff entering the library. The steps include filling out a form answering Covid-19 questions, masks being worn by all people over 2 years old, using hand sanitizer available, keeping appropriate physical distance, staying behind a plexiglass shield at the desk. All guidelines put forth from the ACCD will be followed. Pat, Leanne and Bree will put together a reopening plan to be approved by the board upon completion. There is no reopening date at this time.

Next Meeting: 7 PM July 1, 2020