

Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
June 18, 2020

Call to Order: Laura Fulwiler called to order at 4:33PM

Present: Laura Fulwiler, Sarah Montgomery, Kristina Bolduc, Samantha Thomas, Peter Burns, Bridget Howrigan Rivet (all present remotely) and Laura Bellstrom

Guests: None

Approval of previous meeting minutes: Motion to accept minutes with edited correction, by Kristina B. and seconded by Peter B., and all approved.

Treasurer's Report: Reviewed operating/property expenses. No significant concerns.

Librarian's Report: *Library is open to the public again as of June 4th* See attached report by Sarah M.

Upgrade in internet service from the Vermont Department of Public Service extends the range and strength of the library's wifi.

Friend's Report: Surveying the public on annual To-Bid event. Receiving lots of positive feedback and made the decision to host the event remotely this year. More to follow, but brainstorming ideas on how to encourage and have the community get together with friends and family in their own spaces to enjoy the online auction event.

The dedication for the Tetreault bench will be held Friday, July 31st from 3-5pm. Plan on a pleasurable outdoor gathering to celebrate their memory, reminisce on their contributions, and enjoy the company of community members.

New Business:

- (1) **Status report on library (during COVID 19 pandemic)** The library is open and enjoying seeing patrons visit the library. Wonderful donations of masks from community members and cleaning supplies to accommodate the current stage of openness to the public.
- (2) **Service Policy** – pushed to July meeting.
- (3) **FMLA Proposal** – Sarah prepared multiple options to review. They include hiring addition staff, pay options, and hours of work for staff.

Old Business:

- (1) **Financial Policy-** In progress. Kristina will supply a draft version for trustees to review and provide feedback, editing notes, and additions for the July meeting.
- (2) **Investment Policy** – pending physical signatures of revision, deferred until trustees can be on site.
- (3) **Refinancing of current mortgage loan** – Still pending paperwork. Update from town administrator will be needed to find out current status.

Executive Session: Trustees entered Executive Session at 5:06 with a motion by Laura B. and seconded by Kristina B. Trustees exited executive session at 5:38. The results of the executive session allows for hiring Wendy as interim director for \$17/ for 27 hours a week for 11 weeks and a programming librarian for \$15/for 13 hours a week for 11 weeks during Sarah's FMLA starting in October. Training hours were approved for both the interim director and new staff positions. One week of paid FLMA was approved for Sarah.

Agenda for next meeting

- (1) Continued status report on library (during COVID 19)**
- (2) Service policy review**
- (3) Continued drafting and work on Financial policy**

Adjourn: Moved to adjourn by Peter B./seconded by Laura B. Meeting adjourned at 5:46 PM

Next meeting: Thursday July 16, 2020 at 4:30PM

Librarian Report 6/18/20

Stage 3 Covid Operations Update:

- Limited Building Access
 - Max Capacity is 10 people (including staff)
 - No gathering. Toys tucked away, community room closed off, space set up for 6 foot distancing.
- Health Precautions
 - Signage from Department of Health
 - Windows and doors open
 - Hand Sanitizer available
 - High touch surfaces cleaned regularly
 - Staff required to wear masks
 - Masks recommended and available (thank you volunteers!) for customers
- Virtual Programs
 - Adult Craft Night
 - Story times
 - Summer Reading Program - “Imagine Your Story”
- Curbside Pickup/ Circulation
 - Circulation is on par to exceed last June’s circulation
 - New collection item - STEAM backpacks
 - Mask Extenders - Distributed 500+
- Interlibrary Loan
 - Back up and (slowly) running



Other Updates:

- Wireless Access Point installed by Vermont Department of Public Service
- Summer Hours begin 6/22

Story:

Who? Regular library user who utilizes the library for services and social interaction.

What's the problem? Library closed due to COVID.

What did the library/ librarian do? Called this patron to say hello and see how he was doing. Surprise bonus: It was his birthday!

Happy ending: This community member was so happy that we cared about him and reached out to him. He continued to keep in touch through our closure by calling us frequently. He was also one of our first returning customers.

