

The Community Library
Board of Trustees Meeting
May 14, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:10 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Kim Zimmer. Excused: John Scott.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the April 2020 minutes.

Director's Report:

Ms. Zimmer explained that she is continuing with Ms. Lawyer to work on the annual report. The construction company has indicated that the exterior project is on schedule and should be completed in early June.

Ms. Zimmer indicated that she is meeting remotely at least once a week with the staff.

There are numerous issues that must be determined when the library reopens. These issues include: thorough cleaning, use of restrooms, limiting the number of patrons, curbside service, return of library materials, tracing if deemed necessary. Ms. Zimmer is most concerned about developing a safe environment for her staff and for patrons. Mrs. Ashworth, Mrs. Neary, and Ms. Walter volunteered to work with Ms. Zimmer on creating a safe policy for reopening.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-April 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

The school/library budget vote has been rescheduled for June 9 and voting will be by absentee ballots.

The library's renovation savings/checking accounts at Keybank presently require two signatures. Ms. Carpenter made a motion, seconded by Mr. Peters, and was unanimously approved to change this requirement to one signature.

Facilities:

Mr. Scott is researching the cost of changing the door locks from keys to a keypad.

Board Development:

Mrs. Neary announced that Janice Clark, John Scott and Harriet Berard are the candidates for trustees on June 9.

Personnel:

Ms. Zimmer indicated that she is recommending Linda Babbage for the Library I position. Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to begin this position June 1, 2020.

Long Range:

Ms. Sand indicated that she is compiling information from the patron survey. Ms. Zimmer suggested that the survey be included in the next Friends of the Library newsletter.

New Business:

Mr. Eric Trahan informed Ms. Zimmer that MVLS has an additional \$11,215 for our library projects. This could be used for the next phase that will include sprinklers, a new sign, exterior updates,

Mr. Jerry Peters announced that he will be officially resigning at the conclusion of today's meeting. The trustees thanked Mr. Peters for his commitment and leadership to our library.

Important Dates:

May 27 - MVLS annual meeting -virtual meeting during the day

June 11 - 1:00 p.m. next regular board meeting

Adjournment:

Mr. Peters made a motion, seconded by Mrs. Ashworth, and unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs