

BROOKS MEMORIAL LIBRARY

Board of Trustees Regular Meeting

Tuesday—May 12, 2020 4:45 PM

Minutes

Trustees Present: Leo Schiff, Karen Tyler, Jennifer Rowe, Gabriel Sistare, John Woodward, Howard Burrows, Jane Southworth, Sirkka Kauffman

Also Present: Starr Latronica (Library Director), Courtney Carey (Circulation Desk Manager), Jeanne Walsh (Reference Librarian), Sarah Vincent-Hoag (Recording Secretary)

Call to Order

Leo called the meeting to order at 4:50PM

Agenda/Changes or additions

none

Public Comments

none

Minutes of March 10, 2020

Starr will send out in next month's updates, Friends will wait till next meeting to approve

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Activities update

John: Sponsors' replies to his reaching out were very nice/human. Rec'd \$250 from Vermont Country stores. Sign in front of the library etc.

-Annual meeting is scheduled for Wed May 20, Email Joyce for phone in info

C. Finance/Asset Development Committee

- Treasurer's Report and Update

Jenny: Library endowment, just under 6% lost. Jenny will send report to Starr to distribute.

Update on benchmarks: Finance committee, Jenny will forward minutes

Draft budget for next year is 87,160.

-Starr would like to increase non-print (focus on digital)

-Jenny: we should keep buying what the library needs. Don't need to vote on it till June meeting, but Friends to look at it and give feedback.

Jane: brought up PPE funding for staff

Starr: Library is holding off on some previously budgeted items (ie carpet for mezzanine)

-PPE is coded to a Covid 19 fund. There is a 30K threshold before FEMA will reimburse

John: A discussion about when/how to continue with 1st Wednesdays

F. Technology Committee—Leo Schiff, Chair

-Tech committee hasn't met

Update on Website

Starr: WS structure has been created and Jeanne and Chloe have been working on adding content.

There was a lot of progress before library shut down. Now that library curbside service is in place, can move forward and focus on project. About 25% completed and hoping to get it done by August.

G. Advocacy and liaison to library organizations—Howard Burrows

Starr: There has been a lot of discussion, re: re-opening the library. An online petition is circulating nationally re: safety and support #protectlibraryworkers.

H. Department Reports: Director; Reference, Youth Services

Youth services: Summer reading – Town dept heads discussed summer food program, concerns regarding social distancing, an idea to offer meal pick up instead of eating together on site, etc.

Jane: Library staff has been amazing. Huzzahs to staff from the trustees!

Jeanne: mentioned staff contributions to the community services database. Starr gave a shout out to Jeanne for creating a curriculum to familiarize circ. staff with online library tools, Chloe and Lindsay for their stories on FB, Courtney for her upbeat contributions including sunflower seeds and fun projects on FB.

CONTINUING BUSINESS

- Board positions

President: Jenny nominated Leo Schiff to be the next Board president. Jane seconded. All in favor.

VP: Jenny nominated Jane Southworth to continue as VP, Jane agreed with the ongoing understanding that she would not ascend to the position of Board president. John seconded. All in favor.

Treasurer: Jane Southworth nominated Jenny. John seconded. All in favor.

Secretary of the Board: duties clarified to include handling of Board correspondence, taking minutes (if hired minute taker is not present), reviewing the minutes and keeping an attendance log. Leo Schiff nominated John Woodward. Jenny seconded. All in favor.

- Community engagement and outreach, New London trip postponed indefinitely

Jane: Need to recalibrate, planning committee may need to step in (a general comment, something to keep in mind)

Starr: Based on changing circumstances, necessary to explore a whole different way of serving and engaging the community based on a different set of needs. How can we fulfill our mission with the new constraints?

Leo: will send out the list of planning committee members

- Staff development event

Starr: Postponed till further notice. However, the circulation staff did receive and participate in development resources curriculum created by Jeanne while the library was closed.

Jane: suggested a cookout with social distancing by using some sort of 6 ft. long grilling tool?

NEW BUSINESS

- Discussion of phased resumption of services.

Starr: Talking to staff about ways to move forward. There is apprehension about opening the library to the public. There will be a focus on safety for staff and patrons; there are many ongoing considerations in this and it is complicated.

-Discussion of the library's role in providing internet, an important service when patrons need to apply for benefits and keeping in touch at this moment in time.

-An idea to reconfigure spacing of library computers, using dividers, etc.

-Relying on the Friends' laptops to help with social distancing

-Setting up well-spaced café tables outside

-A few ideas were put forth about how to control the numbers of people inside the library – Starr spoke about the difficulty/challenge in doing this because of the two entryways and patrons who stay inside for long periods of time.

-A short discussion about the importance of the library as a place for homeless and shelter facility residents to be during the hot summer months

-Jane suggested to read the opening plans from other libraries that Starr sent out

Starr: It would be beneficial to have a town policy in place requiring patrons to wear a mask and gloves/sanitize hands while inside the library. It was agreed that a policy needed to be adopted before the June meeting. Jenny: warned a meeting with this as the only agenda item during which a vote will be taken. Starr will put together a proposal for this policy and send it out to the trustees and the planning committee

- Future of the Fine Arts Committee.

Discussion

Starr: Staff has already catalogued and documented care for collection ie: cleaning, creating displays and creating publications; historically volunteers did this work.

Jeanne: Explained the difference between the local history/archival materials and the fine arts collection.

Courtney: coordinates the volunteers and will ask them for input on this, suggested there may be a local artist who would like to volunteer for this

Howard: To generate a list of people in the community to assign tasks.

Jane: Suggested to put decisions off till the next board meeting (till we have a list of people to help)

Starr: Staff doesn't have the capacity to take this on (we need volunteers and volunteer oversight for this)

Howard: Will be a lead volunteer and work with Courtney and Starr to develop a work plan for volunteers.

Before the next Board meeting, Starr and Howard will write up a report with regard to collection, (ie. insurance and preservation). Starr will put this on the agenda for next month's meeting

- Outreach committee

Jane: See if there is interest in next meeting. Karen and Howard will discuss.

6:30PM Leo Schiff motioned to close, Jane moved. Jenny seconded