

S. WHITE DICKINSON MEMORIAL LIBRARY MONTHLY MEETING OF TRUSTEES

DATE: Wednesday 10/14/20 via Zoom meeting 816 7525 7632

TIME: 6:01pm

PRESENT: Bob Smith, Trustee Chair & Host, Jim Ross, Sheila Powers, Cynthia Allen, Larry Ashman via audio, Megan West, Cyndi Steiner, Director

DOCUMENTS DISTRIBUTED BEFORE MEETING: Agenda w/ Zoom meeting ID, September Meetings Minutes dated 9/8/20 & 9/23/20, municipal budget spreadsheet, Director's report, Pandemic Policy & Responsibility of Library Operations.

Prior Minutes of 9/8/20 approved by roll call (5 Trustees). Also approved minutes from special meeting on 9/23/20 by roll call (5 Trustees). Regarding the executive session from 9/8/20 the law allows minutes from executive session at 9/8/20 meeting to remain in a private file. Once the matter which caused Trustees to go into executive session has passed the Board of Trustees may vote to release those minutes. Since the Covid-19 epidemic still persists Town Administrator Brian Domina has approved holding minutes in abeyance until a later time. Trustee Chair and Sheila Powers have copies of those minutes.

Financial Report request made to Jim Ross to please send financial report prior to day of meeting so everyone has an opportunity to review. Jim Ross had a question about the maintenance charge from Strong – Director reported it was to repair the leaking mini split/tubing above circulation desk, this work has been completed. Another query was to clarify the purchase of books from Cane Trust Fund account rather than Collection Development line item of municipal budget. Jim Ross & Bob Smith reminded all that collection expenditures need to first come out of the municipal budget in order for Library to retain State Aid. Once municipal budget for Collection Development has been fully spent, then the Director may request the Board of Trustees to approve use of additional funds from the Endowment Accounts. In this instance a correction will be made to reverse the withdrawal from the Cane Endowment Trust Account, and instead have it come from Collection Development in Municipal Budget. Cynthia Allen requested clarification about spending policies and if they are part of a written Library Operating Policy or Manual. Brief discussion of spending and endowments ensued. Chair would like to update all of the Library's Procedure Manual/Operating Policies, as well as review any other existing Library policies over next six months. This review process could be done either in meetings or as part of a policy review sub-committee. Procedures and/or policies identified as necessary are – Pandemic Response; Daily Operations checklist; timelines for submitting warrants. Larry Ashman has a physical copy of previous Procedures/Operation Manual (there are also copies at the Library) and might have a digital version. If a digital version is available it will be sent to all Trustees for review, otherwise double-sided hard copies will be made and distributed.

*Note: The Financial Report was not accepted by vote (whoops).

Director's Report: Staff have spiral notebook at desk to log all visits/contacts and it is shut in desk nightly to protect patron privacy. ARIS report has been submitted by given deadline. State Aid report also completed and submitted today per Cyndi. Final class needed for Director certification began this week (total of 4 classes needing completion to retain certificate). In yesterday's wind our portable signboard cracked and can no longer be used. Cyndi was asked to purchase another as it is important right now to keep patrons and residents aware of any notifications. Approved by roll call vote (6 Trustees). Cyndi attended user meeting and discussion of fines/fees for libraries. Many are in favor of doing away with fines for this entire year, several stated donations have increased as fines have decreased or been waived altogether. C/WMars recommends a discussion and Director would like to prepare and provide some statistics before taking a vote on this matter. This issue resulted from extraordinary service changes for all libraries in the past year, as well as the fact that after

reaching \$10 in fines/late fees an individual's account is then blocked from further orders or borrowing. Whately has 6 patrons now blocked, which is disturbing since access to school library for families with school age children is unavailable or greatly reduced. Director also drafted both a Pandemic Policy and in tandem with that a Responsibility of Library Operations (Chain of Command) policy. Will review and vote on them once subcommittee forms to review & update Policies/Procedures/Operations manual (hereafter PPO manual). Director asked about winter hours schedule for library. Will we resume 11-6 on Tuesdays and Wednesdays (vs. 1-8pm regularly)? Feeling amongst Trustees, especially in these times, is we need to offer at least one or more nights per week to remain open until 8:00pm. Cyndi will talk with staff. We need to be as accommodating as possible. Bob will talk with BOH about reopening as our reopening plan approved, but at this time Town Buildings not fully open. Director brought to our attention she found more dog poop in parking area and asked whether we should post sign? It will be monitored to see how problematic it is before posting any more signs. Electrician contacted Cyndi to be at library on Thursday 10/15, should she cancel? NO! Jim will meet electrician and go over number & placement of outlets.

Old Business: ADA grant revised and resubmitted under Brian Domina's guidance, grant application lowered from 150K to 75K. Purification filters placed on 3 of mini split heads within library. Purchase of iPad and microwave in process, chairs & tables for Children's room tabled (more things to sanitize) until further notice. Complete Streets project almost finished so we will have parking lot and sidewalk back, removal of equipment and outhouse soon.

New Business: Reviewed reopening plan written by Director and submitted to Board of Health and Select Board (and approved by both). Approved by roll call (6 Trustees). We will establish subcommittee to review/edit/update the current PPO manual at library as there are a number of updates and additions to be completed. We also established timeline for training of Library Associate as he/she replaces Director in case of short or long term absence. Issues within the past year warrant this immediately. Past policy in not doing so was a mistake, as recently proven, and cross training necessary to avoid this going forward. At some points the continued operation became a bit of a mad scramble and this cannot happen. Both staff members need to be fully trained. We cannot run the facility without back up so training should commence immediately. Chair pointed out we have a responsibility to Town and patrons to assure this facility runs smoothly and well. We have had some hard lessons since March and while this is not a personal reflection of Director we must be prepared to move forward in any event, and this is staff responsibility, not Trustees or volunteers. With only a two person staff we cannot handicap ourselves therefore PLAN B is a necessity. Motion made and approved by all 6 Trustees. Director will provide update on progress at each future meeting, training will commence immediately.

Next Meeting: Tuesday 11/10/20 6:00pm and will remain a remote meeting