

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MAY 18, 2020

UNAPPROVED

Note: Due to the closure of the library because of the Covid-19 virus pandemic, the meeting was held over the Internet on Zoom.

Present: Karla Karstens, Steve Perkins, Diane Downer, Charity Clark, John Popkess, Barbara Mieder; librarians Jane Kearns and Deb Roderer.

Absent: Brian Goodwin

Secretary's report: The secretary's report was approved with no corrections or additions.

Treasurer's report: There were no transactions.

Friends of the Library report:

- The Friends have cancelled the July 4th book sale this summer due to Covid-19.
- They have offered to support the summer reading program with prizes for participants.

Budget report:

- The April target is 83%, but everything is a bit "off" because the library has been closed since mid-March.

Librarian's report:

A. April statistics:

- The last day the library was open to the public was March 17; it was closed the entire month of April. This obviously affected the numbers. Electronic use has dramatically increased.

B. Status of Current Operations:

- All permanent staff are working. Only two are on site at any one time; the rest are continuing to work from home.
- Porch pick-up resumed on May 4, and the first week over 100 people took advantage of the opportunity to check out materials
- At the moment over 7000 items are checked out and there are plans to reopen the book drop this week.
- Inter-library loan service is scheduled to resume on June 1.
- The staff is looking forward to implementing stage 3 of the reopening plan, and they are currently making adjustments and revising the plan.

C. Summer bookmobile

- The staff is preparing the bookmobile for summer service, e.g. removing snow tires.
- It will offer a "curbside delivery service" this summer including dropping off snacks in some neighborhoods.
- The bookmobile will be parked at the library while the library is still closed.

Staff report: Deb Roderer reported:

- The library is following the state guidelines regarding Covid-19 and the reopening of the library. The entire staff has done the required training.
- A log is being kept of who has passed the health screenings. The staff is doing the required sanitizing, wearing of masks and social distancing.
- The “sneeze guards” are ready to be put into place when patrons are once again allowed into the library.
- In general, the staff is holding up well.

New business: The Trustees reviewed policies XIII, XIV, XV and XVI. Several small changes were made, and a few typos were corrected.

Old business: The Trustees reviewed the portion of the town’s personnel policy which prohibits town employees from running for a town-elected office.

Adjourn: The meeting was adjourned at 8:00 p.m.

Next meeting: The next meeting is June 15, 2020, at 7 p.m. (hopefully at the library!)