

Weathersfield Proctor Library Trustees Emergency Meeting Minutes Saturday, March 14, 2020 at 10:00 AM
5181 Rte. 5 Ascutney, VT

Draft Minutes

Attendance Trustees: Chair-Mavis Shand, Vice Chair-Cindy Osgood (via phone), Rick Bates, Rika Henderson (via phone), (Secretary-Anne Parent absent)
Library Director (LD)-Mark Richardson;

The duly warranted emergency meeting of the Trustees and Library Director was called to order at 10:09 AM.

- I. Fundraising committee: The annual Town Challenge, scheduled for this evening, has been postponed for the foreseeable future.
- II. Proposed Pandemic Emergency Policy: Motion to adopt: Rick Bates, Second: Rika Henderson.
 - A. Discussion: Mark noted that the policy was drawn from the University of NC, US government, and Library Association websites. The policy can be reviewed and amended as necessary after this pandemic is over, to incorporate anything additional that we've learned.
 - B. Mark noted that if the physical library is closed, we can still operate digitally because we have so many online offerings.
 - C. The closing of the physical library will be announced on our website and all our social media and online outlets, as well as on the library answering machine. Mark also noted that the library phone will automatically re-route calls to his personal phone while he is working off-site.
 - D. The policy was adopted unanimously
- III. The meeting was adjourned at 10:30 AM.

Respectfully submitted.

Rika Henderson