

Weathersfield Proctor Library
Trustees Meeting
April 9, 2020

These are not formal minutes, as the meeting was held over GoTo Meeting, and was recorded. They are failsafe notes, in case there turn out to be glitches in the recorded record.

Present via video: Cindy Osgood, Roderick Bates,
Chair Mavis Ellingwood, LD Mark Richardson

Meeting called to order at 7:08pm by Chair Mavis Ellingwood.

Library Director Mark Richardson read Governor Scott's memo loosening requirements for public meetings during the period of social isolation. Meetings need to be warned and there has to be a way for the public to remotely attend the meetings.

Motion was made (RB) and seconded (CO) to accept the minutes of the March 14, 2020 meeting. Chair joined with RB and CO in voting AYE. Motion carried.

Minutes of February meeting were tabled as we did not have a quorum of people who had been at that meeting.

Motion was made (RB) and seconded (CO) to approve the Warrant so as to pay the bills. Chair joined with RB and CO in voting AYE. Motion carried.

The Library Director reported that staff continue to work their hours. Schedules are staggered such that there are not two staff in the library at the same time with the exception of some time spent with two staff in separate rooms (scanning titles into the system).

The LD is working on the Library newsletter, and assisting with the Town newsletter. Th WPL is active in local media, notifying people of enhanced digital services. The Children's Librarian is recording a reading program on the WPL YouTube channel. We have had 100 viewers thus far for the last video.

It is important to track all expenses which are related to the COVID-19 pandemic, as there may be FEMA funds to offset those costs. Documentation needs to start now and continue throughout the pandemic.

Mark will be working with the School District to connect with local parents to get their children library cards so that they can access instructional materials and books through the WPL's digital resources.

The WPL has purchased video conferencing through GoToMeeting. It has the capacity to have as many as 250 people in a meeting simultaneously. The Town has opted to join with us in this service, and will be sharing costs.

The LD is following the WPL Pandemic Policy, and the WPL is closed to the public.

The LD has asked for bids on a deep cleaning service for the WPL, and for weekly professional cleaning.

The Chair of the Trustees and the LD met remotely with the Town Manager and the HR person, Suzanne Tirrell.

The Trustees and the LD discussed the impact of the pandemic on WPL staff. Library personnel are by nature social beings, and isolation is not ideal. We need to continue to monitor how we are managing in these difficult times.

There was discussion of the Hartford Decision and the WPL budget, which is separate from the Town budget and the School District budget.

There was discussion of reinstating the practice of having an attorney on retainer. It was suggested that perhaps several libraries could go in together to retain one lawyer who could then develop some expertise in the area of public library law. There seems to be little likelihood of a conflict of interest for that attorney, as individual libraries have very few interactions and little to no overlap of services.

A motion was made (RB) and seconded (CO) to authorize the Chair of the Trustees and the LD to negotiate for legal services not to exceed \$5000 from the reserve fund. Chair joined with RB and CO in voting AYE. Motion carried.

The LD reports that the WPL is the designated internet public access hotspot for the town. The School District has increased its internet capacity, and now the school can offer public internet access. At present, both sites are only offering the access from their respective parking lots, given the requirement for social distancing.

The LD observed that Trustee Cindy Osgood had just finished collating the WPL Policy Manual, and we then developed the new Pandemic Policy. Ah well, it is collated other than that policy.

Recently acquired digital resources include OverDrive, LIBBY, the Duke University Library, Learning Express, the Internet Archive, and an expansion of investment in career platforms for citizens of the town of Weathersfield.

The Chair and the LD met recently with the new Town Manager. He was enthusiastic about our vision for expansion upward and our movement forward on a technology plan. He has a background in grant writing which may serve us well.

The Genealogical collection is on hold for the time being. The money was approved, with no time limit, so it can be put on the back burner with no harm done.

There was discussion of planning for our 120th anniversary next year.

The meeting adjourned at 8:36pm.

Respectfully,

Roderick Bates, WPL Trustee.