

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, April 23, 2020 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: May 21, 2020

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

1. Call Trustee Meeting to Order-7:55 p.m - Due to double booking of Go To Meeting meeting started late.
2. Consent Calendar - *The consent calendar consists of items that are considered to be*
Approval of minutes: Approval of minutes for 02/20/2020 and 03/14/2020 tabled until next meeting. Review and Motion to Approve Warrants:*routine in nature and will be enacted in the form of one motion. Any item can be removed from the consent calendar and heard in its regular order at the request of any Library Trustee or Citizen.*
 - a. Rick made motion to approve WPL expenditures dated April 23,2020. Anne seconded. Payroll: \$1,799.54 (Check dates 04/16/2020, 04/23/2020);
Operational: \$911.03 (Check dates 04/23/2020.) All voted in favor.
3. Comments from Citizens on Topics not on the Agenda - None
4. Library Director's Report: LD Mark reported that he held a Go To Meeting with library staff. They discussed inventory and staggered scheduling. They will divide the inventory - Glenna - children's collection, Judy - fiction, Mark- non-fiction. They started to discuss what reopening would look like. Library staff meetings will be weekly. Libraries may one of the first types of workplaces to reopen and LD Mark & staff to be thinking about PPE, curbside pick up and staff comfort level with different scenarios. LD Mark will be paying attention to Governor Scott's Friday announcements to determine potential to reopen.

NEW BUSINESS

- a. Budget Freeze - NonEssential Spending: Trustees to consider expenditures carefully in light of the COVID crisis. Rika made motion to approve the following proposal: The Board of Trustees of the Weathersfield Proctor Library are directing the Director, Weathersfield Proctor Library to freeze all nonessential spending at the Weathersfield Proctor Library until November 1st, 2020. This will not effect budgeted payroll or benefits payments. The Library Director will report spending decisions and justifications at each scheduled Board meeting up to the November deadline. The Board will revisit this nonessential spending freeze prior to its expiration date to determine if it should be extended. Rick seconded and all voted in favor.
- b. Pandemic update at the library: Today is day 38 of Condition 2. Staff do not work at the same time. They have hand sanitizer and masks. As we move closer to some sort of reopening LD Mark will keep us apprised on needs. PPE needs remain a top concern. Potential for volunteers to make masks.
- c. Expansion and delivery of digital collection: LD Mark reported digital checkouts. 1,000 for the year, 400 of which is since the pandemic. There is a definite increase in the digital use. He is looking to get statistics of what is getting checked out.

OLD BUSINESS

- a. Financials: LD Mark has suggests inviting Darlene Kelly to next meeting to gain insight on NonEssential Spending. Trustees agree and LD Mark will invite her.
- b. Legal representation, Hartford decision, and budget: LD Mark provided update on process to obtain legal representation in the event it is needed. List of potential firms have been identified and outreach will begin.
- c. WPL Technology Plan (update from 2019-2021; Draft #2-with acceleration of business meeting spaces, remote work supports for local workers and businesses): Remote workers and families with students are utilizing library wifi. Trustees to continue to work toward having an architect coming in to vision the upstairs space when the time is right. LD Mark working on redraft of Technology plan in the next couple of weeks.

5. Adjourn: Rick made a motion to adjourn at 8:40 pm and Rika seconded. All voted in favor.

Submitted by Anne Parent WPL
Board of Trustees Secretary
April 23, 2020