

**Weathersfield Proctor Library Trustees Meeting Minutes**  
**Thursday, December 17, 2020 at 7:00 PM**  
**5181 Rte. 5 Ascutney, VT**

**Approved:**

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

1. Call Trustee Meeting to Order-7:04 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be 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. Rika made a motion to approve the WPL minutes dated 11/19/2020 and Rick seconded. All voted in favor.
  - b. Rika made a motion to approve WPL expenditures dated December 19, 2020. Rick seconded and all voted in favor.
3. Comments from Citizens on Topics not on the Agenda - None
4. Library Director's Report: LD Mark reported on statistics regarding Vermont library reopening status during the pandemic. WPL is one of the few libraries open in our immediate area and library staff are seeing visitors from other towns in the OneCard service area. LD Mark reports that there have been no capacity issues. Work continues on the Annual Report and deadlines for submission have been delayed due to a couple of factors.

**NEW BUSINESS**

- a. Introduce Rosalie McNamara: The Trustees welcomed Rosalie to our meeting. Rosalie has been hired by the Town of Weathersfield as the Executive Assistant to the Finance Department. Introductions were made and a very warm welcome was extended to Rosalie.

- b. New air purifier: The town was able to secure an air purifier for the circulation room out of a grant. The town also has provided an additional contactless thermometer.
- c. Preservation Trust status: The architect (Chip) and Mavis have had a nice communication regarding our project. He is suggesting Trustees consider expanding backwards (into parking area) vs. the attic. Trustees to continue discussion regarding next steps of visioning.

#### OLD BUSINESS

- a. 2021/22 Budget: 2021/22 budget has not changed since the October meeting. Town staff are working on formulas for insurance/retirement lines. Trustees to call another meeting when needed to approve the budget.
  - b. Financials: Updated financials were not available to review.
  - c. Trustee recruitment/Trustee re-elections: John Waite and Rika have completed paperwork and Anne is scheduled to complete her's next week.
  - d. Pandemic Update: In addition to the Air Purifier noted in New Business, LD Mark reported that the system for contact tracing is working well. Index cards with daily visitors' info are stapled to the tally sheet for the day. Cleaning systems continue to be in place and supplies are good in terms of PPE and cleaning items. Community members have relayed they feel safe and are thankful for all the library is doing.
5. Adjourn: Rick made a motion to adjourn at 7:42 pm and Anne seconded. All voted in favor.

Submitted by Anne Parent  
WPL Board of Trustees Secretary  
December 19, 2020

