

Trustees Meeting Minutes

May 18, 2021

Present:

Amy Mills, Treasurer (Trustee)

Donald Colon, Library Director

Rhea Bisgounis, Secretary (Trustee)

Terrence Yunits, Chair (Trustee)

Meeting called to order at 6:05 PM by Terrence

Seconded by Amy

Review of meeting minutes.

Amy voted to approve the minutes.

Seconded by Rhea

Executive Session called to order at 6:07 PM by Terrence

Seconded by Rhea

Technology Librarian/Assistant Director Employment Agreement reviewed by the Board

Decided to leave as is and offer as written, effective May 18, 2021. Length of contract beginning today and ending June 30, 2022.

Tracy requested additional unpaid time off to be discussed this evening

Tracy Tolf joined at 6:13 PM

Contract accepted as written, signed by Tracy and all members of the Board

Additional unpaid time off – will be a trip to Egypt, one-time request – approved

Tracy and Donald departed to complete HR business at 6:17 PM

Donald returned at 6:32 PM

Terrence made a motion to exit Executive session at 6:34 PM

Amy seconded

Financial/Circulation Reports

Second state aid payment went through – enough to cover retroactive raises and applicable raises moving forward

Current balance is \$36,436.11

Recommendation to review the museum pass service this fall – perhaps focus on community programming to bring people back to the library. Museum pass program is approx. \$2,000 annually

Circ stats: down almost 11% from March – could be due to nice weather, school vacation, etc.

Amy mentioned circ stats seem to be slightly off – March total usage was presented as 6,010 but on today's reports it is 6,040. Donald will check in on that – it is an automatic calculation so the formula may need to be checked.

Staff Reports

Youth Services: 6 programs since last report, storytime, book club, crafts. Summer reading starting up in June. Patrons will use a service called Beanstack to track their progress towards their reading goals. Our goal is 30,000 minutes reading as a community challenge. Friends of Library has sponsored Page Turner Animal Adventures, an 8 week program aimed at K-3 students to engage them in reading over the summer. YSL and LD attended Weston Woods to learn more about digital collections for younger children, but it was deemed duplicative (library already has Hoopla and Libby).

Director's Report:

- Elevator pit update: received email from engineer yesterday that he will be calling tomorrow to discuss project moving forward.

- Old Business

 - Union negotiations completed

 - Reopening plan: Donald spoke with BOH Agent today. Recommendation is for all staff and patrons to wear a mask. No restrictions on number of people in the building and the amount of time they can spend in the building. Donald recommends that we eliminate quarantining of library materials, per actions taken by other libraries.

 - Donald recommends eliminating quarantining of materials, providing hand sanitizer and wipes, remove toys from childrens area, opening up for full

browsing, allowing copy/fax machines/printers to be used, limited seating, no time limits, have table space, waive existing fines; get back to normal, which is also what the health agent recommended. Put up a sign encouraging patrons to wear a mask, but staff will not be responsible for policing.

Board recommends library reopening plan:

1. Hand sanitizer will be provided
2. Masks are encourage
3. Limited table space will be available
4. Limited seating will be available
5. Staff will be provided with all proper PPE including gloves, masks, sanitizer, face shields, and barriers
6. Bathrooms will be available for use by patrons to assist in handwashing
7. Friends Books Sale will be reopened (hand sanitizer will be required for handling)
8. Library programs mainly will remain virtual but in person OUTDOOR programming is being explored
9. Copier and computers will be available at a reduced capacity
10. Fines will be waived for current bills

Terrence made a motion to accept, Rhea seconded

New Business

Meeting posts updated by the town; department heads have been provided with new templates/fillable forms. Completed versions emailed to town clerk and assistant town clerk; redistributed with town clerk's signature on it

Board approved Donald to have 1 week of vacation time carried over. Terrence voted to approve, Rhea seconded

Bank issues:

Motion to adjourn made by Rhea

Seconded by Terrence

Adjournment at 7:35