

Minutes approved July 7, 2020

**Blake Memorial Library Board of Trustees Meeting
April 27, 2020
Via Zoom**

Trustees in attendance: Miranda Moody, Shirley Montagne, Julia Anderson, Dina Dubois, Carl Demrow. Absent: Sara Kingsbury. Library staff present: Christiane Carroll, Kimberley Hotelling.

Miranda brought the meeting to order at 6:05 PM.

Miranda first noted a couple of additions to the agenda (receiving a resignation from a board member) and adding some old business to #10 on the agenda. Shirley moved to approve the agenda and Julia seconded. Agenda adopted unanimously.

Greg Renner has resigned from the board effective April 26th. The board expressed their appreciation for Greg's service and we are sorry to see him go, but we also understood he would be serving for a finite amount of time.

Miranda also noted that Sara was not able to attend. She is a nurse for the VA and has been working at a hospital in the Bronx for the past two weeks.

We reviewed minutes from the past two meetings. Dina moved to approve minutes from the February 18th meeting and Shirley seconded. Julia moved to approve the March 16th minutes and Shirley seconded. Both meeting minutes were approved unanimously.

Miranda noted that the bylaw change we enacted during the March meeting has been updated and sent to members just before the meeting. Please review and add to your board book.

We then moved on to the Director's Report. Christiane highlighted a number of items in her report:

Our courier service is changing and will be going up \$20/month, but since the interlibrary loan program is currently on hold, we won't see the monthly increase until the end of May or June.

The Teen Space Grant with Mt. Ascutney Rehab (\$25K) has been cancelled, but we will be reimbursed for the furniture we purchased as part of the grant. The grant required some outreach with teens and our partners (Oxbow, Little Rivers, The Mentoring Project and Clara Martin Center), but with everything shut down, it was not possible to do it. We will reapply in the fall when conditions for fulfilling the grant requirements are better. Mt. Ascutney has said we are highly likely to be reselected.

Christiane has been working with the Corinth Community Coalition (CCC) and the Selectboard in Corinth and is on the town's communications committee. She's been effectively using the library and the website to disseminate information for folks in need during the pandemic.

Christiane has also been using the library to help advocate for people to complete their census form and she's been providing help, information, and education about how important it is to be counted.

Shirley will contact the state regarding the Rt 2 library sign.

Christiane had a question about hanging art in the library that is now taking up closet space. Shirley said she thought we'd need to open before we could figure out where to best hang the

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art, but Christiane noted we need the closet space to open. **Julia agreed to work with Christiane to figure out where to best hang the art.**

Christiane noted the need for a security plan for the safety of employees and patrons. She feels at a minimum the staff should have pepper spray or mace, and we also discussed video cameras but noted that they only provide a record, rather than making things secure unless there is someone to watch them all the time. Carl was concerned that having mace in the building creates its own concerns and it will require training and safe storage. Carl suggested contact Ken Schaffer and asking if he would be willing to assist us with a security review and recommendations. **Carl will follow up with Ken and if Ken is not able to help us he will ask the State Police.**

Treasurer's Report

Shirley noted that we currently have an operating deficit of about \$6.7 K that will need to be made up either through fundraising or expense cuts. We had a discussion about the stability of the various funds given the current situation. Most of our expenses are fixed, so we don't have a lot of flexibility with operating costs; the deficit will most likely need to be made up by fundraising. We'll need to follow the profit and loss situation closely as we move toward and into summer. Carl made a motion to approve the report, Julia seconded. Unanimously approved.

Renovation Report

Shirley also updated us on the renovation project. Staff cannot be in the building this week due to the construction company resuming its work. They will likely be finishing up this week. Once they are done staff will be able to be in the building. Work to finish includes the airlock and bannister and trim work. Elevator inspections are on hold for now. TRORC is the fiscal agent on the grant and dealing with the Bacon-Davis wage issue. Shirley is expecting about a \$40K overage on the renovation budget. We have reserves to cover the expense, but we will need to decide if and how much we want to finance any of the overage. Dina moved to approve the renovation report and Dina seconded. Unanimously approved.

Christiane noted all furniture received has been assembled and that LaJeunesse hung the two bathroom cabinets today.

Fundraising

We did discuss fundraising while we talked about the budget. **Shirley and Suzie Strainchamps will get in touch with Amy Peberly.** Christiane suggested talking with Laura Keenan at the DOL about grants and fundraising at this time. Shirley moved to accept the fundraising committee report, Miranda seconded. Approved unanimously.

Personnel

Julia and Dina have agreed to join the personnel committee. Miranda will be holding a training for them in early May. The grievance policy will be one of the first issues they work on and recommend to the board, but the committee also has a number of new policies to review and understand, hence the training. Julia moved to approve the report, Shirley seconded. Approved unanimously.

Re-Opening:

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All volunteers and staff need to complete the COVID-19 workplace safety training from VOSHA that Christiane provided by us all by email today. This needs to be done before anyone enters the building and each person who does the training needs to obtain certification at the end that they have done completed the training. We did not decide when volunteers should be completing the training- the re-opening plan that Christiane, Miranda, and Dina will be working on will have that information.

The Governor recently announced that libraries may now do curbside pickup of books. Once the renovation is completed, the remaining unpacking and reorganization of books on the shelves can be done. Policies and procedures for safe curbside pickup will need to be written and put in place. Given that work and the timeline for completion of the renovation, we expect curbside pickup can begin in one month.

Without any definite information on when the state of emergency will be lifted, planning for summer programming still needs to occur. Carl made a motion that all planning for summer programming through August 31, 2020 will assume virtual programming only- no in-person events or programming so the staff can go ahead with planning. Julia seconded. The motion passed with Dina abstaining. **Christiane, Miranda, and Dina will put together practices and procedures for a safe reopening for curbside book pickup and return.**

Shirley said that the cleaning budget has not been used since the library has been closed and can be used for masks, disinfectant, and hand sanitizer. Carl noted he had some hand sanitizer to donate if needed and Julia noted she had some masks.

Trustee Recruitment and Training

With the cancellation of the Annual Meeting, which would have been held last week, we need plans to reschedule and hold the annual meeting, with board recruitment to precede that. In the past, the board did a survey to determine what skill sets were needed on the board and recruited to meet that mix of needs along with finding people to serve who were willing to do the work involved and had the time to do so. A number of names were batted around. **Shirley, Julia, and Carl will be working on recruitment and development of a slate to be completed in a month.** We decided that once we get that recruitment done, it will likely be necessary to hold the Association meeting virtually, and it was determined based on bylaws and the required quorum, we would need 10-15 members of the association present at a virtual annual meeting. Training will also need to happen for those new board members and **Miranda is already planning on a board training for Dina, Julia, and Sara** if she plans to stay on the board.

Christiane brought up the need for a strategic plan and though we do need to do one, the board does not have the capacity to do one at this time and wants to see how the new building is working and how the coronavirus pandemic plays out. Christiane also brought up some policies she submitted in August that have yet to be approved by the board. **Miranda asked Christiane to resend them to her for dissemination to the board for consideration and approval over email.**

Julia moved to adjourn and Shirley seconded. Adjourned at 9:00 PM.

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