

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, May 21, 2020 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: June 18, 2020

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

Guest: Darlene Kelly, Finance Director, Town of Weathersfield, Vermont

1. Call Trustee Meeting to Order-7:07 p.m
2. Consent Calendar - *The consent calendar consists of items that are considered to be*
Approval of minutes: Approval of minutes for 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 a motion to approve the WPL minutes dated 02/20/2020 and Rika seconded and all voted in favor. Rika made a motion to approve the WPL minutes dated 04/23/2020 and Cindy seconded and all voted in favor.
 - b. Rika made motion to approve WPL expenditures dated May 21, 2020. Rick seconded. Payroll: \$3,599.08 (Check dates 04/30/2020, 05/07/2020, 05/14/2020, 05/21/2020); Operational: \$383.61 (Check dates 05/19/2020.) All voted in favor.
3. Comments from Citizens on Topics not on the Agenda - Darlene Kelly: see Old Business, Financials. LD Mark shared that patrons are missing their print copies. The Trustees extend grateful thanks to Library Staff and Volunteers for weathering the COVID situation with savvy & grace. Mavis and LD Mark will contact some patrons directly to share reopening plans.
4. Library Director's Report: LD Mark reported that he attended a Windsor Co. Library Directors meeting on May 20, 2020 and shared that all of the libraries are experiencing the same challenges. LD Mark had a budget meeting on May 20, 2020 and things are stable for the remaining fiscal year.

NEW BUSINESS

- a. Pandemic update at the library: LD Mark reported that he is looking at other libraries to gather information on reopening plans. He is looking at local/national libraries and focusing on rural libraries. Glenna's YouTube reading has gotten nearly 1,000 views.
- b. Phased re-open, curbside pickup, and relaunch of Interlibrary Loan, and staffing: LD Mark presented the WPL phased reopening plan (Phases 1 - 3b.) LD Mark and Mavis touch base weekly to discuss staff health and wellness at weekly meetings. Currently at Phase 1, books are being returned via book drop and there is a detailed process to ensure books sit for at least 24 hours. More details are outlined in reopening document. LD Mark is looking into touchless self-check out and will report back to Trustees. He is looking at smaller grouping than federal guidance. Trustee recognize MD Mark for a job very well done in preparing the proposed reopening plan. Looking at offering ILL by May 27, 2020. Curbside will be for anyone with a One card in the area potentially starting in early June, 2020. Picnic table has moved to the front of the Libary to help with curbside facilitation. Website will have online form to request the service. Various methods will be used to advertise curbside service and social distancing requirements.
 - i. Rick made a motion to require patrons to wear a mask in order to utilize curbside pick up. Rika seconded and all voted in favor.

OLD BUSINESS

- a. Financials: Darlene Kelly presented updated financials. Darlene is expecting us to come in at 92% of the annual budget with a projected savings of \$11,000. She noted that it is evident that LD Mark has cut spending in light of the COVID situation. Darlene explained that workers compensation library rates went higher than expected due to a WC audit and that resulted in a new category/new experience rating. That explains the percentage increase. Media alone is \$7,000 under budget. Darlene does have concern with our budget. LD Mark expects us to be in an essential spending structure until November 1, 2020. LD Mark and

Darlene project expense around \$300 worth of COVID supplies by the end of June.

5. Adjourn: Rick made a motion to adjourn at 7:52 pm and Cindy seconded. All voted in favor.

Submitted by Anne Parent WPL
Board of Trustees Secretary
May 21, 2020