

Weathersfield Proctor Library Trustees Meeting Minutes

Thursday, November 19, 2020 at 7:00 PM

5181 Rte. 5 Ascutney, VT

Approved: December 17, 2020

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

1. Call Trustee Meeting to Order-7:07 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. Rick made a motion to approve the WPL minutes dated 10/15/2020 and Rika seconded. All voted in favor.
 - b. Rick made a motion to provisionally approve WPL expenditures dated November 19, 2020 pending explanations of questions regarding payroll totals. Anne seconded and discussion followed. Trustees to hold sending approval email until satisfactory explanation received from Town staff. 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 is currently on the Board for SAPA and the Weathersfield Historical Society. He is excited to be connecting with the community via both of these organizations. Work continues on the State Library Annual Report. FY 2020 attendance was significantly impacted by the COVID crisis and the final number is 3,669. LD Mark to be working on digital user numbers. Other items included in the Annual Report are the success of the YouTube channel, inventory of the children's room, etc. Trustees discussed purchasing air purifiers for areas where employees are most often. Anne to provide details on options at the next meeting. Chair Mavis authorized LD Mark to close the library to physical entry in the last week. This was done out of an abundance of caution and not as a result of close contact per Vermont Department of Health guidelines.

NEW BUSINESS

- a. Trustee Recruitment/Trustee Re-elections: Rick is finishing his term and Mavis and Mark have an interested individual that they will encourage to complete the paperwork to be elected. Anne and Rika will need to complete paperwork for re-election. Mavis will communicate with Flo-Ann at the Town Office to find out more about how to obtain the petitions.
- b. Pandemic Update: LD Mark provided an update regarding impact from the Governor's newest executive order. Rick made a motion to instruct the Library Director to create an index in which he maintains contact tracing information for patrons who come into the physical library. The index information is to be purged on the 31st day post physical entry for any individual who comes in. If individuals want to access the library services but are not willing to provide contact tracing information, they shall be restricted to curbside services. Rika seconded and all voted in favor.
- c. SAPA TV/Weathersfield Proctor Library Storytime: Due to copyright limitations the Weathersfield Proctor Library's Storytime cannot be broadcast via SAPA. Other ideas are being brainstormed.
- d. Endowment: See New Business: e. Insurance Deductible for Heat Pump
- e. Insurance Deductible for Heat Pump: Rika made a motion to fund the repairs to the heat pump to be drawn from the reserve funds. Rick seconded and discussion followed. LD Mark to send letter to the companies involved with the heat pump repair. Vote was called and all voted in favor.
- f. Youth Librarian Certification Status: Youth Librarian Glenna has completed 3 out of the 4 necessary core courses, as well as, an elective. This translates to 79 out of 150 hours completed! The Trustees are very excited to hear of Glenna's progress, well done!
- g. Town Report: Chair Mavis and Bob T (Friends of WPL) have been drafting their portions of the Town Report. Both are on schedule for the deadline. Rick to review after drafts are completed.

OLD BUSINESS

- a. 2021/22 Budget: 2021/22 budget has not changed since last meeting. All numbers are set except for benefits numbers provided by the Town of Weathersfield. Benefit details to be determined by the Selectboard on Monday, November 30. Anne to request to attend. Trustees determined best course of action is to schedule a tentative meeting for Thursday, December 3rd at 7 pm to finalize budget.
 - b. Financials: Updated financials were not available to review.
5. Adjourn: Rick made a motion to adjourn at 8:34 pm and Rika seconded. All voted in favor.

Submitted by Anne Parent
WPL Board of Trustees Secretary
November 22, 2020