

PPL Trustee Meeting
November 19, 2020

I. Call to Order

- a. Attending: Diane Lynch, Winnie Hohlt, Quentin Blaine, Winnie Hohlt, Amey Bailey, Charlene Whitman
The meeting officially began at 4:02.
- b. Minutes from 10/10/2020 were reviewed. Quentin moved to accept, seconded by Charlene and all in favor with no changes.
- c. Correspondence: none.
- d. Public Comment: no public.

II. Reports

- a. Financial: Quentin reported on his financial statements. He has made the previously agreed upon shifts in accounts (closing, transferring).
- b. Director's report:
 - Diane reviewed donations as noted in the director's report.
 - Diane reviewed circulation statistics, also in the director's report.
 - Personnel: Diane discussed management of employee leave time owed that must be used before the end of the year. Diane requests to take Christmas week off if possible. Staff is working well together to make sure everyone's needs are met.
 - Diane reviewed programming information, again, detailed in the director's report.
 - Maintenance Issues, included in Director's report, were reviewed. All town offices are having a common issue with the new cleaners. Diane is addressing an ongoing contract issue with copier lease.
 - The Selectboard approved new Covid screening and illness policies.
 - Diane asks the trustees to revert to curbside programming effective the Wednesday before Thanksgiving. Reopening the Saturday following as curbside. Statewide we are over 4000 active cases per the Governor's press conference today. A statewide mask mandate, effective tomorrow, has been issued. Diane reports that many libraries in the state are making a similar shift. Diane is hoping to add a cloud based service that could also be accomplished via curbside service. Quentin motioned in favor of moving to curbside as described, seconded by Charlene and all were in favor. Winnie and the trustees commend the staff on their continuance of quality service during this time of great stress. WiFi will continue to be available in the parking lot. Amey questions ways we can help families select appropriate picture books as it's easier to see and take from the shelves than browse the online catalog. Suggestions for appointments for families and additional pictures on the website from which families can more easily choose books. The question was raised as to staffing changes during

curbside and Diane indicated that she has a variety of projects that staff can attend to during curbside only service. The board wondered if it might be possible to provide delivery to homes for people who are unable to use curbside. Diane shared from her previous experience providing home delivery that is a complicated venture that would require extensive planning. Quentin motioned in favor of moving to curbside as described, seconded by Charlene and all were in favor.

- Bridget motioned to go into non-public session at 4:38, seconded by Quentin.
- Bridget motioned to return to public session, seconded by Quentin to return to public meeting at 4:55 pm. All in favor.

III. Action Items:

- Will the Trustees accept the \$69 in donations in October 2020? Bridget move to accept the donations, seconded Quentin and all in favor.
- Will the Trustees authorize the return to curbside service only beginning Saturday, 11/28/20? Yes, see above.
- Will the Trustees adopt the COVID-19 Employee Health Screening approved by the Plymouth Select Board on 11/9/20? Bridget moves to adopt the plan, seconded by Quentin and all in favor. However, staff are welcomed to continue following the more stringent protocol already in place.
- Will the Trustees adopt the Personnel Manual Policy Appendix regarding COVID-19 Illness, approved by the Plymouth Select Board on 11/9/20? Quentin moves to adopt the policy seconded by Bridget and all in favor.

V. New Business

The original pandemic policy states that the library will reduce services when school is cancelled, however, the library has not been closing along with school closures and Diane suggests adding language that allows flexibility. Suggestions also made regarding staff reporting/accountability during closures as well. Diane will edit the document for consideration at the next meeting. Again, the board wished to commend the staff on their performance during the pandemic. Diane thanked the board for their support and the board in turn, acknowledges Diane's commitment, flexibility and professionalism.

Next meeting Thursday the 10th of December at 4.

Bridget motioned to adjourn, seconded by Quentin and all in favor.

Meeting adjourned at 5:15 pm.

Respectfully submitted,
Bridget Powers