

Pease Public Library Board of Trustees, Minutes of March 19, 2020 meeting, 4 p.m.

Present: Diane Lynch (Director), Winnie Hohlt, Joan Bowers, Quentin Blaine, Amey Bailey, and Bridget Powers (via phone/video)

1. Winnie called the meeting to order and the minutes of the December 19, 2019 trustee meeting were approved as distributed. [Quentin moved, Winnie seconded]

2. Financial Report – Quentin reported on the trustee budget as of March 15, 2020. Overall, he reported that the trustee budget is in better shape than we thought it might be at this time. Income and expenses are just about at a break-even point. Quentin mentioned that it would be helpful to receive more detail from the town *vis a vis* items in the 810 Line. Diane stated that she could probably provide some or most of that information.

Winnie called attention to the great job Diane had done in explaining and justifying items in the library budget at the recent town meeting. A job well done!

3. Director's Report –

Gifts and donations: The library in February received \$138 in donations and \$13.55 in the Conscience Can for a total of \$151.55. Quentin moved and Winnie seconded that those monies be received. The motion passed unanimously.

Diane pointed out that, at this point, the issue of Covid19 takes precedence over all others, and she is deeply committed to keeping the public and the library staff safe during this pandemic. Programs are beginning to be cancelled -- "The Woman Who Dares" has been cancelled, "Bessie's Story" is being rescheduled, a May 13 program is still scheduled at this time, and the trustees approved a \$100 mileage payment for a June 9 program on the Holocaust.

The YLLA donated \$2,000 toward painting areas of the library that needed repainting.

The safety deposit box issue has not yet been resolved and cannot be until the bank is once allowing public access.

Diane thanked Joan Bowers for 20+ years of service as a trustee, and Joan expressed what a joy it had been to work with fellow trustees and library staff, especially during the library expansion project and in hiring Diane as director!

Winnie asked Bridget Powers to step in as secretary of the trustees, and Bridget provisionally agreed and will be speaking with Joan about transition.

Action Items:

Major discussion took place about a Pandemic Policy proposed by Diane for Pease Public Library.

Joan moved and Quentin seconded the adoption of the proposed Pandemic Plan. The motion passed unanimously.

Trustees were particularly concerned to give Diane both authority and flexibility to do what was necessary to safeguard both the public and the library staff.

Currently the library is closed to the public with staff working onsite. For a few days library book returns will be allowed curbside, but there are concerns about how best to “quarantine” books since the staff still have to handle them. One solution may be to put items into boxes by date and then only deal with the materials after 4 or 5 days when it is believed any virus on the materials will have died.

Trustees affirmed the need to keep paying staff as agreed upon.

Diane has arranged for the library wifi to be operational in the parking lot for patrons who need wifi access from their cars.

Trustees agreed that planning and funding for summer programs is too questionable to make decisions about at this time. They gave Diane permission to use her discretion concerning summer programs.

The next in-person trustee meeting is tentatively set for April 16, but conditions may require some form of phone/Zoom or other kind of meeting.

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Joan Bowers, Secretary