

PPL Trustee Meeting

Date: March 18, 2021

**Public Hearing:** At 3:55 Quentin motioned to open a public hearing to accept gifted funds, seconded by Charlene and all in favor. Diane announced that a gift of 35,003.06 (received in three separate checks) has been offered through the US Charitable Gift Trust. Winnie entertained a motion to accept the gift. Charlene made a motion to accept the gift, seconded by Quentin and all were in favor. The trustees discussed considering a special project for these funds through which to formally acknowledge the gift.

**I. Call to Order**

- a. The regular meeting convened at 4:03. Attending: Charlene Whitman, Amey Bailey, Quentin Blaine, Bridget Powers, Winnie Hohlt, Diane Lynch
- b. Approval of minutes from the previous meeting: Bridget made a motion to accept minutes from meetings on 2/18, 3/4 and 3/11. Amey seconded the motion and all in favor.
- c. Correspondence- none
- d. Public Comment - none

**II. Reports**

- a. Financial (see statements). Quentin reported that being just a few months away from the end of the fiscal year, we have about 32% left and are in good shape. See Financial report.
- b. Director's Report-
  - i. Circulation Statistics- see director's report.
  - ii. Personnel - Quentin moved to enter a non-public session at 4:55 PM, seconded by Bridget and all in favor by roll call vote. A motion to leave non-public session was made by Bridget and seconded Charlene at 5:00 PM. A motion to seal the minutes was made by Quentin and seconded by Amey and all in favor by roll call vote.
  - iii. Programming – there have been no programs, nor requests for programs.
  - iv. Maintenance - see director's report.
  - v. Diane requested the trustees accept an additional gift of \$15. Quentin motioned to accept, seconded by Charlene and all in favor.
  - vi. Discussion regarding re-opening to the public. See director's report for specific proposal, planned to go into effect the week of April 12. Patrons are curious to know if they will still be required to wear masks even if they are vaccinated. Consequently, policies upon reopening will need to be clear.
  - vii. Diane will seek out options for a new cleaning contractor.
  - viii. Discussion regarding reopening of the meeting rooms: There was a request for use of the meeting room by the high school for AP exams. These have been

conducted in the past. In addition, there have been many other requests. There are staff concerns about opening the meeting rooms including mask requirement/enforcement, capacity, the need for cleaning every two hours, eating in the meeting rooms, and oversight for compliance of policies, for example. The trustees do not support re-opening of the meeting rooms at this time.

- ix. Discussion about allowing story time substitutes, deemed qualified by the library staff: Diane explained that many people, both qualified and not, have volunteered to fill in. Of concern is copyright stipulations when presenting in an online platform. The trustees agreed that library staff could use volunteers deemed qualified for this endeavor. Charlene volunteered to read and Amey offered a story reading by an author that she is in possession of and believes can legally be shared.

**III. Action Items:** those needing motions and vote

- a. **Will the Trustees accept the unanticipated funds in the amount of \$35,018.06?** The trustees voted to accept this gift. See public hearing above.
- b. **Do the Trustees support the re-opening of the library to the public beginning April 12, 2021 with the modified schedule as discussed?** The trustees support the re-opening plan as proposed. See discussion above.
- c. **Do the Trustees agree to allow storytime reader substitutes, deemed qualified by the library director and staff, until a children's librarian replacement is hired?** Yes, the trustees agree that Diane and staff can go ahead with story time reader substitutes.
- d. **Do the Trustees wish to open the meeting rooms for use by the public at this time?** The trustees do not support reopening the meeting rooms at this time. See discussion above.

**IV. Old or unfinished business** -none

**IV. New Business-**

**V. Announcements-** none

**VI. Next Meeting Date:** April 15, 2021 @4:00 pm

**VII. Adjournment** Motion to adjourn made by Bridget and seconded by Charlene and all in favor at 5:08PM.

Respectfully submitted,  
Bridget Powers