

Solomon Wright Public Library Trustees Meeting

November 9, 2020

Meeting was conducted via Google Meet. Called to order 6:39pm

Present: Mary Natalizia, Jen Ryan, Becca Martin, Sarah Sanfilippo, Karen Gallese, Willy Jones, Julius Rosenwald present for executive session.

Minutes from October 19 were approved unanimously.

Director's Report

- Children's book re-cataloging is finished.
- Jen created a policy for our Library of Things, which includes a waiver.
- Some volunteers are interested in returning. Jen is working out schedules, and will possibly be able to open on Saturdays soon.
- A volunteer who spent time in the library last week had a possible COVID-19 exposure. Jen has closed the library this week out of an abundance of caution, since she was in the building with that person, and created a statement reflecting that. Should we post to Front Porch Forum, Facebook, etc.? We don't want to panic people, but also don't want to look like we're hiding anything. Some Curbside appointments had to be cancelled, so those people know the reason for our closure. It was decided unanimously to post to FPF and Facebook.

Old Business:

- The historical archive/art/artifact policy is still being worked on. Documentation and photography of items continues.

Discussion:

- Extended hours: Saturdays 10-2, Wednesdays 4-7? This is doable - Jen is working on Saturday coverage, and will put out feelers regarding Wednesdays. She may be able to rearrange her hours to cover these times now that more volunteers are starting back up. Jen doesn't want to schedule hours that she would not be able to cover; she wants to be able to fulfill hours we say we're open, and avoid unexpected last minute closures.
- The board reviewed Jen's Library Closure Policy. In section #3 Mary suggested that there be a statement that the director will provide notification to the board as soon as possible. Move to accept with revision. Seconded. Passed unanimously.
- Non-Traditional Materials Lending Policy
 - Should we have a lawyer look at it? Is the waiver too daunting? Jen can talk to Shrewsbury, MA library, where the policy basically came from. Jen is meeting virtually with 27 other VT librarians to discuss LofT issues on Thursday, so we can see what others think about the waiver questions.

- Do we need to insure some items? We don't need to insure the artifacts separately - is this similar? We don't plan on having things worth more than a couple hundred dollars. Karen will investigate the insurance.
- Addition of New Board Members, timeline and procedure - Terms begin in Jan. Karen Mary, and Julius are up in Dec. Willy and Sarah are up in 2021. Mary invited Amanda Lewis, Kaitlyn Hunt, Julius invited Bob Case. We will ask them to submit letters of interest that we'll review at our December meeting, and terms will begin in January.
- Next year's meeting schedule: January, March, May, July, September, November, with special meetings as needed.

Executive session to discuss Director's Evaluation began via Zoom at 7:30pm

Board Chair items to be added to minutes:

Jen, Karen and Mary met Monday, November 9th to work on 2021 budget and maintenance spreadsheet.

Becca has agreed to organize and update the Board Handbook and organize re-instating our food pantry collection box at the library (Mary will purchase a suitable container).

Chris Tresaria cleaned the library for the first-time last Thursday, she is scheduled to clean once per month and deep clean once or twice per year.

Mary sent SWPL cookies, bookmarks and handouts to Jim Goodine, David Raymond, Chris Poggi and Pete Spencer who were unable to attend celebration.

Mary bought a new vacuum and brought old one to Goodwill, will do the same with the other older vacuum (unless someone wants it.)

Scot came and installed new window shades, assembled director's office shelves, assembled new office chair. He has agreed to be our handyman when needed.

Mary is researching the best options for an outdoor storage shed.

Renovation items still to be completed: paint front and sides of building, remove old bench from around tree, purchase teak bench for back porch, purchase organizing containers for art supplies in community room.