

## **Solomon Wright Public Library Trustees Meeting**

May 11, 2020; 6:30pm (Virtual meeting conducted via Zoom)

Called to order 6:33

Present: Mary Natalizia, Jen Ryan, Karen Gallese, Julius Rosenwald, Becca Martin, Anne Todorski, Sarah Sanfilippo, Willie Jones

Minutes from March 9th and April 27th were approved unanimously.

### **Director's Report**

- While the library has been closed, Jen has been providing virtual services, re-designing our website, spending time in professional development, and working on policies and planning.
- The library was awarded a \$500 grant from Stewarts for children's programming or materials. Jen used it to build a graphic novel collection and expand early reader offerings. She is also working on creating a YA collection, and has accomplished other collection development work.
- Now that renovation is done, she is back in the library, and working on putting the collection back together, with the hope to open by June 15.

### **Open Meeting Law**

While we are not required to follow Open Meeting Law, it is considered best practice to do so. This means warning meetings at least 48 hours in advance, and following state guidelines regarding minutes.

### **Pandemic response policy**

- Jen wrote this draft to outline procedures during COVID-19, reopening processes, and training for volunteers and staff. It is important to have something in place for volunteers. We need to identify a Health Officer. This is based on similar policies of other libraries in the area, as well as adapted and updated from state guidelines.
- Mary has a few concerns, and wants to run it by the state consultant.
- Mary will send to Lara and copy us, to see what she has to say. We can edit as needed before adopting.
- Do we need to deep clean since no one has been there? Mandated by the state and VOSHA.

### **Renovation**

- Pretty much done. Furniture budget under by \$2k, and miscellaneous by \$3k; contractor is over by about \$5k. Final inspection on Thu by fire marshall. Mary will put together a final report when the final bill is in. Jen is putting things back together now in the library.
- Julius applauded Mary, Karen, and Jen for the work put into the Project. (Mary added Julius too!)

- Mary has spoken to Ryan Scutt about creating a video tour. Maybe we could have a “follow a path” visit. Willie says talk to Mike Cutler at CAT-TV, then it would run in their rotation.

We received a note from Debbie Briggs thanking for volunteer gifts.

Deb Walsh made 20 masks for the library. Martha Rudd (former Pownal elem principal, now deceased) gave her a bunch of fabric to make something for the library as a fundraiser.

### **Fundraising**

- Donations - let the rest know if you've sent thank you notes. Karen sent a spreadsheet.
- Fundraising on hold for now, except for a few select people.

Karen asked if \$375 for audiobook program through RB Digital is worth looking into. Not worth it, based on our usage.

Becca and Mary working out supplies for kid packs.

Meeting schedule moving forward will be the second Monday of the month at 6:30. Eventually we might move to every other month. Monthly good for now, as things are changing quickly. We'll use Zoom until we can meet in person.

### **Meeting dates for the remainder of 2020**

Agenda items received by chair 5 days before meeting.

Meeting warned and Agenda posted 2 days before meeting

- June 8 (posted June 6)
- July 13 (posted July 11)
- August 17 (posted August 15)
- September 21 (posted September 19)
- October 12 (posted October 10)
- November 9 (posted November 7)
- December 14 (posted December 12)

Adjourned 7:28.