

Windsor Public Library Board of Trustees Meeting Minutes

Date and Time: June 22 at 7:00 PM
Location: Zoom Meeting
[https://us02web.zoom.us/j/86177258009?pwd=MERzL2tvcVZsUXVQS
E5RekE1TW8xdz09](https://us02web.zoom.us/j/86177258009?pwd=MERzL2tvcVZsUXVQS
E5RekE1TW8xdz09)
Telephone: 1 929 205 6099 US (New York)
Meeting ID: 861 7725 8009
Password: 05089

Based on temporary amendments to the open meeting law in H.681 An act relating to government operations in response to the COVID-19 outbreak, the June Board meeting will be held virtually via Zoom.

Physical location requirement temporarily waived. Members of a public body may attend any public meeting using electronic means, without being physically present and without designating or staffing a physical meeting location.

Public participation and advance public notice required. When meeting electronically, a public body must use technology that permits attendance of the public. Whenever feasible, public access must be allowed by telephone. Information regarding how the public may access meetings electronically must be posted and must be included in each meeting agenda

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Kate Gibbel, Kathy Marsh, Donna Palatucci, Mike Welker, Vi Welker
Ex-Officio: Ruth Doiron – Friends' President, Heather Prebish – Selectboard Chair, Deb Ouelette – Town Treasurer

Administrative Business:

- Library Zoom account open for use by Board
- Format of meetings:
 - o Goal – shorter and more efficient
 - o Trustees review meeting material before meeting and address only questions or concerns

Agenda Items: Call to Order – 7:22pm

Changes or Additions to the Agenda - none

Approval of Minutes May 18, 2020
Kathy Marsh motions, Kate Gibbel seconds; motion carries

Correspondence In/Out

Reports

- a. Friends of Windsor Library
- b. Library Director and Youth Librarian

- a. Appreciation effort for Louise Dillion who will no longer be volunteering after decades of service to the Library
- c. Finance Committee
 - a. 2013 Quick Books – can't track/tag donations specified for certain purposes i.e. LOL donation
 - b. Kathy to look into software upgrade for Quick Books
 - c. Barbara to check in with Mascoma regarding investments
- d. Public Relations Committee
 - a. 711 mail chimp subscribers for newsletter
- e. Development Committee
 - a. Feedback from Board on fundraising ideas proposed
 - i. Baskets – can start right away
 - ii. Virtual 5k – end of July/early August
 - iii. Silent Auction - Fall
- f. Building and Grounds

Old Business

- a. Strategic Plan goal for 2020 - Goal 2: Historical Collections
 - Microfilm cataloged and available in KOHA
- b. COVID-19 Impacts e.g. Budget, Interest Income
 - Phased Re-Opening Plan
 - i. Phase 2 prep: patrons in building; Library staff policing for social distancing, etc.; public bathroom open; constant cleaning; browsing nigh impossible;
 - Remain in Phase 1B – check back in July regarding the move to Phase 2
- c. Bake Sale - July 2020
 - Cancel July 4th date
- d. Book Sale Summer 2020
- e. A plan for improving accessibility
 - Friends reached out to see how they can assist
 - Form sub-committee under Building & Grounds for accessibility improvement to include Kelsey from the Friends
- f. Policy Review – Personnel Policies
- g. New Board candidates
- h. Two new garden beds on east lawn

New Business

Public Comments

Next Meeting is Monday, July 27, 2020

Adjournment 8:30pm

Vi Welker motions, Kate Gibbel seconds; meeting adjourned