

Lee Public Library Board of Trustees Meeting

April 8, 2020

Zoom Attendance: Cammy Knightly, Ruth Eifert, Annemarie Gasowski, Katrinka Pellecchia, Tom Coakley, Peg Dolan, Deborah Schanda

Zoom call started at 5:30pm.

Roll Call: Completed.

Approval/Additions to Agenda: None.

Minutes of Previous Meeting: Peg/Deborah. All in favor. Passed.

Treasurer's Report: Ruth and Katrinka in agreement. Operating \$5312.03, Non-lapsing 5209.04 CD 6899.59. Peg/Annie. All in favor. Passed.

Library Director's Report:

Statistics: Numbers are a little low, only had 3 weeks open in March. Downloadables are doing well. Judy set up 50 craft bags before closing.

Staff Report: Judy, Michelle, Ruth working 9-1. Judy is doing story time live on Facebook every day at 1 o'clock. Keeping statistics of view numbers over a couple of days so numbers don't get skewed from more people rewatching. Cheryl is working from home, completing the same work she normally does, accounting for 8 hours. Karyn comes one morning per week, but is leaving in a few weeks. At first, staff were only working a few hours three days per week. When curbside ended, hours were 9-1 daily. The three staff are working daily 9-1. Judith is working on the children's area a lot, and preparing a story time that lasts about 25 minutes. Michelle is willing to work more hours. Concern is that they cannot maintain social distance. Discussion about having staff wear masks. Discussion about limiting number of staff in the building at one time due to limitations of space. Town hall was wondering about the library's cleaning schedule, cleaning person is coming twice per week.

Pandemic Policy: We are not under jurisdiction of state government, it is up to the Trustees to vote to close the library. We had a discussion about including a specific number of hours, such as saying part time is 20 hours, where our part time staff works 32 hours. Also discussed removing the language about hours. Considering rewording to "regularly scheduled hours". We agreed to change wording from "Town Manager" to "Town Administrator". Katrinka will send the finalized draft of the policy to Ruth for Ruth to reformat. Katrinka/Deborah. All in favor. Passed.

Books are not due until library reopens - consider posting on Facebook a few more times.

Due to zoom meeting termination time, meeting had to be restarted. New attendance: Cammy Knightly, Ruth Eifert, Annemarie Gasowski, Katrinka Pellecchia, Deborah Schanda.

Resuming Conversation About Staffing: Working from home is not an option for a lot of the work that is done. Ruth has received a few calls about what the library is doing in regards to checking books out. She has also updated the Director's Manual. Discussion about going down to two staff daily and requiring masks for employees. Ruth will make staff aware of our concerns. Staff is continuing to fill out time sheets as regular and Ruth scans them to Joanne.

Tom rejoined the meeting.

SMP Meeting: Jason said 4/8 or 4/22. Annie said the 8th would not be doable, Annie is waiting to hear about 22nd. She sent him the signed contract. Annie thinks we should wait until May to set a date. If Annie gets anything from SMP, she will let us know.

Staff Survey: Not knowing what direction we are heading, they want something more comfortable. A dedicated Children's Area, and a desk for the children's librarian that isn't shared. They said that people like our little library but they would like to make it a more comfortable atmosphere.

Number of Alternates We Can Have: The Board of Trustees can have three alternates with terms lasting one year. Peg does not need to be sworn in again. Still waiting to hear about Donna Eisenhard becoming another alternate, we know she hasn't been sworn in because Town Hall is closed.

Judy has asked permission to paint the far wall in the Children's Area - where the base of the bulkhead stairs are. She would like to paint a scene like hills and a sun. She's set up a puppet theater in the area. Ruth said she would check with the Trustees. All in agreement that she can paint.

Next meeting scheduled May 13, but may need to meet sooner to address any pandemic changes.

Motion to adjourn at 6:32. Katrinka/Annie. All in favor. Passed.