**Lee Library Trustees Meeting via Zoom** November 12, 2020

at 12:00 PM Eastern time via Zoom

 Meeting ID: 4764520503

 Password: 675752

 Or via Telephone

 Call: 1-646-558-8656

Trustees in Attendance: Katrinka Pellecchia, Deb Schanda, Tom Coakley, Peg Dolan, Annie Gasowski.

Others present: Ruth Eifert, Director, Jason Lacombe, SMP Architects.

**Results of interviews** was moved to the front of the agenda.

Discussion about the interviews with the three firms and the scoring used by the Trustees. All companies were close in numbers to each other with Milestone in the lead and therefore the one we chose.

AG said we’d be presenting this to the Select Board and asked what comes next.

Jason commented on the next steps and that some pre-construction has already been done on reducing the project budget.

KP asked about possible use of Groen for ICF for the basement construction if decided. Jason replied that it would be up to Milestone for this decision.

Date for next pre-construction meeting was set for Dec. 4 at noon via Zoom.

Vote was taken to choose Milestone Engineering and Construction for the construction manager for the project: Motion by AG, 2nd by DS. DS yes, KBP yes, TC yes, PD yes, AG, yes . All in favor, motion passed.

**Minutes of previous meeting:** KBP moved DB 2nd; all in favor Passed.

**Treasures report:** Operations: $12,418.78; Nonlapsing: $5,431.57; CD $6,980.92

Motion to accept by KBP, PD 2nd ; all in favor motion passed to accept.

Discussion and report of meeting with Leitz family.

**Library Director’s report**: Statistics and Annual Report included. Statistics keeping up with last year until the shut down for the pandemic; reopened for the last month of the fiscal year; Overdrive statistics were down a bit; Staff doing well with patrons mostly following rules, many still doing curbside pickups; programing for kids with Facebook Live, middle school book group had 6;

Staff needs Chromebook $219 — maybe FOL? (any grants available?— DS will write to see if there are any through Comcast) to allow better internet connection; plans for better connection is cost prohibitive with Comcast;

{Ruth retirement’s postponed until the end of the calendar year which cuts our budget down for benefits}; BFI will not resume; Humanities programs are possible; Hoopla and Kanopy discussed and Hoopla will be advertised for patrons to download films, books, etc.;

CIP meeting review to make changes with furniture costs and carpeting {1:03}

Discussion about the town’s **Pandemic Travel Policy** and Trustees agree to review ours in the future

Historical Designation application has been submitted to Megan for review.

**Next meeting with SMP and Milestone Dec. 4 at noon via Zoom.**

Minutes submitted by Annie Gasowski