

G.A.R. Memorial Library Trustees Meeting Minutes
 March 10, 2020, 7pm, G.A.R. Library

Present: Marcia Sellos-Moura, Sandra Capo, Holly Cole, Fred Chanania, Amy Custance, Corinn Flaherty, Wendy Reed, Tom Salvo, Sherri Temple Pruyn

Absent: Pam Atwood

Acting Recording Secretary: Fred Chanania

Agenda Item	Outcome
Approve Outstanding Minutes	Motion to accept the February 11, 2020 minutes made and seconded. Minutes approved 5-0-3 with abstentions by 3 Trustees not at February meeting.
Director's Update	Director's Report previously emailed to Board members was noted but not discussed.
Update on Trustees positions up for election	Sandra Capo and Pam Atwood are not running for re-election; two other nomination petitions are being pursued to the best of current knowledge.
Strategic Plan	Corinn reported that, based on conversation with MVLC, there is no downside to starting the strategic planning process in Fall 2020 (October) and submitting the strategic plan a year thereafter. This will permit her to engage with the community more completely in terms of future priority directions for the Library.
2021 Budget Update	On the new 10-hour position being sought, several meetings with Town Manager, FinComm, and Board of Selectmen were recapitulated. Ultimate outcome was BOS unanimous approval of including new 10-hour position in Town FY 2021 budget. Follow-up with FinComm may be appropriate prior to April Town meeting. Marcia will continue to discuss this with Town Manager.
Building issues: Carpet replacement; HVAC system.	<p>Wendy reported on progress on building issues as well as preliminary testing for moisture in Children's and Teen room. Wendy relayed information about multiple conversations with potential bidders about source of moisture and air quality issues. Five preliminary estimates for carpet-related work were received, but no action needed on them at this time. Abbreviated state bidding procedures may be able to be used for any RFP. Wendy also reported on need to have inspection and re-calibration of HVAC system. Wendy to talk to HVAC contractor about what is needed. The Board then reviewed the chart of action items based on recommendations from State Public Health officials. Progress by DPW on a number of items was discussed as well as the appropriate means to communicate to DPW the Board's expectations regarding progress on various items on chart.</p> <p>Upon motion made and seconded, Trustees voted 8-0 to authorize Wendy to spend up to \$500 to have appropriate testing of concrete slab and carpet areas in order to facilitate a more accurate scope of work in any future RFP. Wendy to report back on results at future Trustees meeting.</p> <p>Upon motion made and seconded, Trustees voted 8-0 to authorize Wendy to draft a letter to DPW regarding responsibilities, expectations, and progress on the list of items recommended by State Board of Health. Also, Fred, Marcia, and</p>

	<p>Sherri were authorized in same motion to work on draft letter prior to consideration by full Board at next meeting.</p>
<p>COVID-19 and Related Planning</p>	<p>Corinn reported on MVLC activities and on our Library removal of hard-to-disinfect items from Children's room. Staff will continue to wipe down surfaces as often as is practical. Brief discussion then ensued about Town policy for paying employees if Library closed due to COVID-19 concerns. No clarity is available as yet, and Corinn will continue to monitor Town policy regarding salaries for part-time Library staff. Discussion then ensued about suspending all programming activities after Friday, March 13 (which effectively means as of Monday March 16). Otherwise, library operations can continue as normal until further notice.</p> <p>Upon motion made and seconded, Trustees voted 8-0 to approve suspension of all programming activities after Friday March 13 in light of COVID-19 situation; Corinn was also authorized in same motion to draft a notice of programming suspension and to communicate and coordinate release of the draft notice with Town Manager.</p>
<p>Review of Action Items</p>	<p>Marcia will:</p> <ul style="list-style-type: none"> • continue discussions with Town Manager about attending future FinComm meeting prior to vote on FY 2021 at April Town meeting. <p>Wendy will:</p> <ul style="list-style-type: none"> • arrange for testing of carpet and other moisture areas to better focus future RFP on remedial work to be done by contractors. • discuss HVAC re-calibration and testing with contractor. • draft letter to DPW for initial preliminary review by Fred, Marcia, and Sherri and then later review by full Board. <p>Corinn will:</p> <ul style="list-style-type: none"> • monitor Town policy developments regarding salary payment to Library staff if Town closes library due to COVID-19 situation. • draft notice of suspension of library programming and work with Town Manager on release of the notice.
<p>Next Board Meeting</p>	<p>Upon motion made and seconded, Trustees voted 8-0 to approve scheduling of an ad hoc meeting of Board on Tuesday evening, March 24, 2020 at 7:00 PM.</p>

Meeting adjourned at 8:33 PM.

The Trustees next regularly scheduled meeting will be held on April 14, 2020.