

G.A.R. Memorial Library Trustees Meeting Minutes
 May 12, 2020, 7pm, Remote via GoToMeeting (COVID-19 quarantine)

Present: Marcia Sellos-Moura, Pam Atwood, Amy Custance, Corinn Flaherty, Wendy Reed, Tom Salvo, Sherri Temple Pruyn, Sandra Capo, Fred Chania

Tardy: Holly Cole

Recording Secretary: Pam Atwood

Agenda Item	Outcome
Approve Outstanding Minutes	Tom made a motion to approve the March 10 minutes. Wendy seconded. Pam abstained as she was not present, all others approved through a roll call vote. Fred made a motion to accept the April 14 minutes with minor changes Wendy recommended. Sandra seconded, all approved through a roll call vote.
Director's Update	<ul style="list-style-type: none"> a. Amy will review and sign warrants. b. Staff will start ordering library materials out of their budgets next week. The budget is on target. c. The mystery book club is meeting virtually. Kate has recorded 2 videos of her reading stories for the library's YouTube site and she is reading to Page School classes. d. Content to update the website is ready to go. Corinn is waiting for her contact to update it as he has been busy. e. Corinn would like to a "Story Walk" outside on the library lawn. She would cut out and laminate the pages from a storybook, put them on posts in the ground for families to come read. Corinn will talk to Paul, the town's health agent about any concerns. f. Corinn's draft re-opening plan is based off other plans she has read. The plan she is proposing doesn't list specific dates but rather lists benchmarks to move forward. In Phase 1 staff would work in the building and do training. Training would encompass social distancing, how circulation would work, etc. Physical changes will be made, such as removing one circulation computer and setting up distanced work stations upstairs for staff. Corinn is going to talk to our health agent, town manager and town council about staff that may not be comfortable returning to work right away as well as do a walk through with DPW regarding plexiglass screening and other safety precautions. Fred made a motion to approve Phase 1, subject to town/state regulations. Tom seconded, all approved through a roll call vote except Holly (abstain as she joined the meeting late)
Update on FY21 budget	There are no changes to the budget at this time. Fred made a motion for the Trustees to make a statement at town meeting regarding the 10 hour position that was to be requested. The Trustees will ask, given the current circumstances, to hold off on this position until the library operations are back. Holly seconded, all approved through a roll call vote. Marcia and Fred will work out who will make the statement.
Update on building remediation	Exterior work is wrapping up. Wendy contacted Wayne regarding the HVAC. Wayne reported DPW is taking over all HVAC issues. Remediation testing is done and Wendy reported the children's room needs to be remediated. The adult room is on the edge; it would cost about \$10,000 more to remediate these areas. These areas could wait. Marcia brought up looking into wood or some type of

	vinyl flooring as opposed to carpet, which is harder to clean. The Trustees agreed it is worth exploring cost options. Wendy will get unit costs for carpet, wood and vinyl. The Trustees will reconvene on Tuesday, May 19 at 4:30pm via GoToMeeting to discuss the options.
Discussion of landscaping plans	Amy asked if the Trustees want to hire the landscaper used in the past to water and maintain the grounds for May through November. Fred made a motion to authorize Amy to contract with the landscaper for up to \$2500 for the season. Marcia seconded, all approved through a roll call vote.
Review of Action Items	Pam will update the April minutes and send to Marcia and Corinn. Corinn is going to contact the town health agent about setting up a Storywalk on the library grounds. She will also talk to him, Angus and Mike about employees feeling uncomfortable returning to work. Additionally, she will work with the DPW in setting up safety and social distancing materials as needed. Marcia and Fred are going to discuss who will present at the Town Meeting on behalf of the Trustees. Wendy is getting unit costs for carpet, wood and vinyl flooring options for the children's room.

Meeting Adjourned.

The Trustees will have an ad hoc meeting May 19 at 4:30 for brief carpet discussion.

The Trustees next meeting is scheduled for June 9, 2020.