

G.A.R. Memorial Library Trustees Meeting Minutes
 January 12, 2021, 7pm, Remote via GoToMeeting (COVID-19 quarantine)

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

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Marcia moved to adopt the December minutes and Fred seconded. The minutes were approved with a roll call vote by all but Sherry who abstained because she wasn't present at the meeting.
Director's Update	<ul style="list-style-type: none"> a. Corinn reported the library got the new staff computer in time for the CARES Act to cover the cost. b. Kate and Kristen are both having success with their programming. Kate with storytimes and Kristen with the "Among Us" game which continues to grow. c. The library is offering a backyard birds program which 30 people have signed up for. It is the highest attendance for any of the adult virtual programs to date. d. Kate is starting an early reader's book club which will meet once a month. e. Corinn met with Wayne about some of the lighting issues in the building. The lighting is poor in the back of the children's room to the point that the staff has to use their phone lights when shelving books after dark. It is also an issue in the magazine room. The first quote she received was for \$11,000 but it included replacing fixtures with can lighting and putting in bulbs with higher lumens. A lower quote would work with existing fixtures but changing the bulbs. Wendy also suggested getting floor lamps that could be used in the interim. Fred suggested looking into upgrading fixtures to newer, more efficient technology if we are working on the lights. Corinn is going to discuss the matter further with Wayne and report back to the group her findings at the next meeting. Wendy is also going to speak to the energy efficiency committee to get some suggestions. f. Corinn shipped 3 items to Advantage Preservation to be digitized. They are currently in process, they will all have to be rebound by Advantage Preservation's bindery. She is also looking into getting the library building plans digitized. g. Brian said the permanent Story Walk is doable but Corinn anticipates possible pushback from the community. Marcia questioned how it would impact outdoor programming. The overall feeling was that a removable option would be more attractive. h. Corinn's budget is complete but she wanted to get input from the Trustees. It is due back to Angus by February 10th. The Trustees discussed increasing how often the building is cleaned once we reopen. Corinn is going to speak to Angus and then we will vote on it at the next meeting.
Annual Report	The Trustees would like Corinn to condense the Annual Report. Marcia suggested that we include Trustee input about the projects we have done,

	the costs, and anticipated projects. Wendy will write this paragraph and get it to Corinn.
Trustees-Friends-Director MOU	The Friends made minor changes to the MOU. Wendy asked that all the Trustees look at it so we can vote on it at the next meeting.
Curbside Hours	The winter hours have been changed due to a lack of available staff and a drop in patron usage in the evenings mid-week. We will now close at 5:00 on both Tuesday and Wednesdays but will still be open on Monday nights until 7:00.
Staffing update	Corinn did not get any applicants with library experience for the part-time position. The staff also expressed reluctance to introduce anyone new into their “bubble” during Covid.
HVAC Update	Wendy got one quote for the HVAC which was high. She would like to get more quotes but most companies are very busy and she is having difficulty getting estimates.
Staff Appreciation Gifts	The staff was very appreciative of the Appreciation gifts. Tom moved to approve \$350 to reimburse Wendy for purchasing them, Fred seconded. It passed unanimously with a roll call vote.
Chair Position Discussion	Wendy would like to remain on the Board until the election and would hope to remain if she doesn’t become a Selectman.
Next meeting	The next meeting is scheduled for February 9, 2021.
Items Review of Action	<ul style="list-style-type: none"> a. Corinn will research lighting options and discuss the issue further with Wayne. b. Wendy will talk to the energy efficiency committee about lighting suggestions. c. Corinn will look into digitizing the building plans. d. Corinn is going to see if removable Story Walk posts are possible. e. Corinn will check when gutter work was done. f. Corinn will send Wendy an itemized list of all the Trustee’s projects and costs. g. Wendy will write the Trustee paragraph for the Annual Report and get it to Corinn. h. Corinn will edit the Annual Report. i. Corinn will look into this year’s cleaning costs, the anticipated costs when we reopen, and what our future needs will be. j. Corinn will speak to Angus about the budget.

Meeting Adjourned.

The Trustees next meeting is scheduled for February 9, 2021.