

G.A.R. Memorial Library Trustees Meeting Minutes
 October 13, 7:00PM, Remote via GoToMeeting (COVID-19 quarantine)

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

Absent: Amy Custance

Recording Secretary: Sandra Nowracki

Agenda Item	Outcome
Approve Outstanding Minutes	<p>Marcia made a motion to approve the minutes from the September 10, 2020 meeting. Tom seconded and they were passed unanimously by roll call vote (Fred and Heather abstaining as they were not present at the meeting)</p> <p>Marcia moved to approve the minutes from the September 24, 202 Ad hoc meeting. Fred seconded and they were passed unanimously by roll call vote (Sandy, Tom, Heather and Sherry abstaining as they were not present at the meeting)</p>
Director's Update	<p>Corinn presented Financial Report stating that an adjustment had to be made the FY21 budget salary line to bring the budget up to the MAR. On 10/6, The Finance Committee voted unanimously to transfer \$5315 from the General Fund to the FY21 Library budget in order to meet the MAR and remain eligible for certification. This gap was due to the difference between the former director's salary and Corinn's. The report is now ready for submittal.</p> <p>Corinn's library report included:</p> <p>Many positive kudos have been received by the staff in response to the Poet Tree which was the result of staff collaboration.</p> <p>Wayne is having the HVAC serviced in the library.</p> <p>Saturdays (9-1) have been very busy. Staff are being paid for 4.5 hrs to allow time for setting up and breaking down curbside and sanitizing sufficiently.</p>
Civil War Display Case	<p>Corinn received a quote of \$4,940 for 1 new case. Lead time for construction of the case is 12-14 weeks.</p> <p>Marcia made motion to authorize \$5,000 to pay for the display case from the Trustees' Trust account. Fred amended motion to transfer \$4,000 and use finds currently in the Gift Fund for the remainder. Fred seconded the motion. Motion passed unanimously.</p>
Library Director's Evaluation	<p>Wendy reviewed Corinn's evaluation. All past evaluations are on file in the Trustee Binder in the Director's office. Corinn will review her review and write any feedback before the next meeting.</p>

<p>Pandemic Policy and Communication discussion</p>	<p>Corinn confirmed with Angus, that in the event of another closure due to the pandemic, all staff would be paid if working from home. This change is now in policy. Motion made by Tom to approve 9-10-2020 Pandemic Policy. Fred seconded. Vote was unanimous with a roll call vote.</p>
<p>Library Reopening Discussion</p>	<p>The circumstances under which library reopening would occur were discussed. Issues delaying reopening - cleaning costs, rise in Covid cases, town offices not open. Corinn has not seen the public clamoring for library to reopen. Also, since town does not have a re-opening plan in place, she felt it was unlikely the library would get pressured to open. Wendy suggested revisiting re-opening topic monthly.</p>
<p>Roles and responsibilities of Trustees – Friends - Director</p>	<p>Corinn will change some of the wording in the MOU as suggested by Library staff and submit to the Friends for their review.</p>
<p>Proposed change to Library Director’s Schedule</p>	<p>Corinn requested the Trustees consider allowing her to work from home on a trial basis two days a week. This would be a temporary arrangement. Trustees discussed if the employee contract might impact this request, as well as reaction of staff and the town. The Trustees agreed that there is a precedent that town employees are working from home, but also agreed that Angus should be consulted as well as library staff.</p> <p>Tom suggested a motion that “being consistent with current practices of the town the Board of Library Trustees fully supports a 4 week trial beginning as soon as 10/19/2020.</p> <p>Corinn will talk to the staff first to get their input and then Angus.</p>
<p>Chair of Trustees blanket authorization of expenditures</p>	<p>Granting the Chair of Trustees the authority to make time sensitive purchases for the library was discussed. Tom made the motion that the Chair of Trustees was authorized to make purchases up to \$300 for time sensitive issues alone and up to \$500 with the agreement of the vice chair. All expenses would require the board’s approval at the next meeting. Marcia seconded it. The vote was unanimous by roll call vote.</p>
<p>Old action items</p>	<p>Action items from the last meeting were reviewed and have been completed.</p>
<p>Review of Action Items</p>	<p>Corinn will review and provide comments on the personnel evaluations. Wendy will follow up with Mike McCarron regarding where to file the personnel evaluations.</p>

	Tom will move \$4,000 from the trust to the gift fund to help cover cost of cabinets. Corinn will check with staff about her work from home trail.
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Meeting Adjourned.

The Trustees next meeting is scheduled for Tuesday November 10, 2020.