

G.A.R. Memorial Library Trustees Meeting Minutes
 December 8, 2020, 7pm, Remote via GoToMeeting (COVID-19 quarantine)

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

Absent: Holly Cole, Sherri Temple Pruyn

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Marcia made a motion to approve the minutes from the November 10 th meeting and the November 23 rd Ad Hoc meeting. Heather seconded and they were passed with a roll call vote by all but Sandy who abstained because she wasn't present at the meetings.
Director's Update	<ul style="list-style-type: none"> a. Corinn is looking into expanding the Zoom license after a patron requested to use the library's account. She is going to contact TechSoup which helps libraries with things like this. Providing a separate account would cut down on the issue of only having one program at a time. We could do an annual or monthly subscription with a discount being available for an annual subscription. Fred expressed concern about the security and possible hacking. Corinn agreed to meet with the Town's IT and MVLC's IT to reassure the Trustees about the security issues. Marcia made a motion to empower Corinn to move forward with getting an additional annual subscription to be lent out to patrons if she got IT buy in. Heather seconded and it was approved by all but Fred who declined. b. The library will be getting a new laptop for staff to use when working remotely. c. Kate is doing really well with remote storytimes and she also put together evergreen kits to hand out to kids that signed up for the annual holiday program. d. Corinn and the staff have been trying to offer a lot of new and different programs. This week they will be hosting a Museum of Bad Art program and Kristen is starting a gaming program for Teens.
Permanent Story Walk	Kate is interested in installing a more permanent Story Walk. Corinn questioned if we might need to get approval from any other groups because we are located in the historic district. She asked if this is something the Trustees could possibly pay for and if not, she might be able to use State Aid. The Trustees were concerned about mowing around the posts if they were permanent and asked if she could discuss it with Wayne at the DPW. Marcia requested that if Wayne approves of the project, could Corinn contact the manufacturer about replacement parts if the posts and boards get damaged or wear out over time in the elements. We plan on discussing it at the next meeting after Corinn researches it further.
Digitization	Corinn is interested in digitizing some of the collection. Corinn worked with Advantage Preservation at previous library and recommends them. She mentioned starting with the yearbooks, local newspapers, and some town records that are currently available. She would also consider asking other town

	groups if they would like to be involved. The BPL can provide a “Roving Archivist” to come to the library and advise her what she should archive/ digitize. Fred offered to get information on other committees in town to collaborate on the project. We will discuss it further at the next meeting.
Staffing	Staffing has recently been an issue because one of the staff is ill and has been out for a month and is not expected back for at least another month. Another staff member was quarantined at the same time because of COVID exposure. Other staff members had to pick up shifts and forfeit vacation days for the library to remain open. Corinn is considering eliminating the Tuesday and Wednesday evening hours to resolve the issue. The Trustees suggested instead she consider using temps or getting a regular sub after Sandy mentioned that Newburyport has a sub list that they can pull from when they are shorthanded. Corinn does have an extra \$5,300 in the budget that she could possibly use for a sub so she is going to talk to Angus and the Selectmen about the possibility of doing that.
BOS Priorities Meeting	Wendy met with the Selectmen on December 7 th about our priorities which we discussed at the last meeting. The cleaning plan was well received and we are hoping the HVAC might be covered by the CARES Act. Wendy suggested the Trustees pay for the assessment with the hope we would be reimbursed. Marcia made the motion to approve up to \$13,000 to be spent on HVAC consulting to come from the Trustees Fund with the intent to apply for the CARES Act reimbursement. Heather seconded and it was passed unanimously with a roll call vote. Fred then made the motion to move \$13,000 from the Trustee’s Investment Fund to the Gift Fund. Heather seconded and it was passed unanimously with a roll call vote.
Capital Improvements	Judy Mizner is on the Capital Improvement Committee and is assigned to the library. She asked Wendy for help forecasting what capital improvement we are considering in the next 5 years. Wendy mentioned possibly putting new lighting in the kid’s room and a new floor in the fiction area. She asked for input from the group and Fred suggested reconfiguring the circulation area while Marcia discussed possibly getting Architect consulting.
Flooring in the Children’s Room	Wendy asked if there was separation between the new tiles in the kid’s room which the installer insured her would go away over time. Corinn agreed that it looked like there might be so Wendy is going to contact the installer about the issue.
Next meeting	The next meeting is scheduled for January 12 th .
Items Review of Action	<ul style="list-style-type: none"> • Corinn will meet with MVLC and Town IT about security issues with the additional Zoom account. • Corinn will discuss the permanent Story Walk with Wayne at the DPW and possibly the manufacturer depending on Wayne’s buy in. • Fred will provide Corinn with any information he can find on other committees in town that might be interest in participating in the digitizing. • Corinn will look at what we already have digitized and see if it can be moved to the new platform.

	<ul style="list-style-type: none">• Tom will transfer money from the Trustee Investment Fund to the Gift Fund for the HVAC consulting.• Wendy will follow up with the flooring company about the space/ separating between tiles in the Children’s Room.• Corinn will talk to Angus and the Selectmen about the staffing issues and possibly getting a sub.
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Meeting Adjourned at 8:30.

The Trustees next meeting is scheduled for January 12, 2021.