

G.A.R. Memorial Library Trustees Meeting Minutes

February 9, 2020, 7pm, Remote via Zoom (COVID-19 quarantine)

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

Absent: Fred Chanania, Holly Cole, Amy Custance, Sherri Temple Pruyn

Recording Secretary: Heather Conner

Agenda Item	Outcome
Approve outstanding minutes	Tom moved to adopt the minutes from the January meeting, Marcia seconded the motion. Roll call vote approved 5-0
Director's Update	<ol style="list-style-type: none">1. A second Zoom license was acquired2. Discussion about how to use State funds. No plan for it right now. Suggestions included digitization of library materials.3. Library programming has been growing with more participation. Libraries share ideas for virtual programming.4. Discussion about the new hours due to staffing (reduction of evenings to only Monday). There have been no complaints reported.5. Advantage Preservation is able to complete the scan of the building plans. Also discussed was the scanning of other documents and their costs.
Lighting	<ol style="list-style-type: none">1. Corinn reported on the quotes received for lighting upgrades.2. Wendy met with Rick Parker to review the history of the energy efficiency upgrade and look at the lighting situation.3. Children's room will be the priority while the Reading room will be considered next for an upgrade in the future.4. Corinn will use State Aid funds to pay for the Children's Room lighting upgrade and will confirm the price with the contractor.
Friends, Trustees, Director's MOU	<ol style="list-style-type: none">1. Friends edits to the MOU were reviewed.2. Motion to approve the MOU was made by Marcia and seconded by Tom and approved by a roll call vote 5-03. Officers have been chosen for the Friends
Annual Report	The addition of a Trustees report was noted and determined to be important to include going forward.
Budget	<ol style="list-style-type: none">1. Corinn did not receive many resumes for the temp position and none with library experience. Due to the pandemic and staffing being close to 100% soon, Corinn will not pursue a temporary position for this fiscal year.2. Decision to request the 10 hour position will be put on hold until the library resumes normal operation.

	<ol style="list-style-type: none"> 3. Discussion about how to adjust the budget to satisfy the MAR. The BOS and Fin Comm will have to be reminded about why the budget has to increase to maintain state funding and certification. The total FY22 request is \$370,288 which is a 1.5% increase over last year's approved budget. 4. Library budget will cover the additional cleaning costs for FY22. The DPW Director agreed to pay for twice weekly cleaning in future fiscal years. 5. Motion to approve the budget as proposed by Corinn was made by Tom and seconded by Marcia. Roll call vote approved the budget 5-0.
HVAC Update and Re-opening plan	<ol style="list-style-type: none"> 1. Wendy and Corinn met with Wayne and had a productive meeting about the timing and priority of balancing the system prior to the Library reopening to the public. 2. A possible timeline for this work being complete is this Spring or Summer. 3. The re-opening will be determined as detailed in the Library's phased COVID-19 Reopening Plan.
Items Not Anticipated	Discussion about the Town election and the need to possibly recruit 2 new members. Wendy will contact citizens that have run for the BOLT in the past.
Next Meeting	March 9th, 2021
Action Items	<ol style="list-style-type: none"> 1. Corinn will add Annual Report to Dropbox. 2. Corinn will check on the Zoom rate 3. Corinn will make the changes to the MOU and add to Dropbox 4. Wendy will help with organizing the building plans to prepare for digitization. 5. Wendy will reach out to potential candidates for BOLT. 6. Corinn will reach out to Brian and the Planning Board about the Storywalk posts about mowing and temp removal

Meeting Adjourned.