

G.A.R. Memorial Library Trustees Meeting Minutes
 July 14, 2020, 7pm, Remote via GoToMeeting (COVID-19 quarantine)

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

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	<p>The motion was made to approve the May 12th minutes as amended by Wendy. They were approved by all but Sherry who abstained because she wasn't at the meeting.</p> <p>Corinn amended the June 9th minutes and the Board unanimously approved them with revisions.</p>
Director's Update	<ul style="list-style-type: none"> a. The transfer of funds to the revolving account came through on the 26th and Corinn was able to make the \$10,000 payment for the flooring. b. We discussed Phase 3 or C of the reopening plan. Corinn feels we can meet everything in the first 3 sections but until we get a cleaning company, we are unprepared to accomplish the 4th section (Cleaning and Disinfecting). She will meet with Wayne on 7/15 to find out what can be done so we can reopen. She is hoping to allow patrons in the library by mid-August, either 8/10 or 8/17 but is not sure if that is enough time for Wayne to get a cleaning company in place. She would like a contract in place before she commits to a date. Fred made the motion to approve the Phase C draft dated 6/29/20 and it was approved unanimously. c. We overlooked discussing performance evaluations with everything to be covered in reopening and will discuss them at the next meeting. d. Corinn has been told that the Town has a limited amount of PPE and they cannot guarantee that they can provide them to the library. She will look into purchasing them on her own but the Trustees would like her to let Wayne know that we might not be able to open without the necessary supplies and we feel this should be included in cleaning. If the Town can't provide the necessary supplies, the Trustees will ask for a supplemental budget item at the fall Town Meeting to cover the costs. e. The Summer Reading program has been well received even though it is being done remotely. Corinn has received very positive feedback about the library reopening and all they are doing. f. The police department had been storing 2 swords and a musket at Susan Babb's request and they recently returned them to the library. They are currently being kept in Corinn's office until a case can be found to display them in. Corinn is going to ask Kate if the case they had previously been displayed in is still in the building. If the original case is no longer available, we will have to consider getting a case made. There are other items in the library they could be displayed with that would complement them.
Transfer of financial account signatories	<p>There was a motion to give the new Chair, Vice-chair and Treasurer signature authority on all investment accounts and it was unanimously approved. Wendy will draft a letter and leave it at the library for these officers to sign.</p>
Floor replacement and operating plan	<p>Wendy and Corinn met with the floor installer recommended by the tile manufacturer. The amount of tile to be purchased was previously determined using estimates of the floor area. With Specific measurements and the addition</p>

	<p>of the Library Director’s office to the Children’s area and connected offices, the new total for flooring needed is 1,700 square feet. The contractor suggested we skim coat the concrete slab under the tiles in the Children’s Room so that any remaining adhesive is made inert. This brings the total cost of installation to a maximum of \$7,100 and the total cost of the project to \$17,100. Fred moved that Tom contact Terry Beaton’s office to transfer \$2,500 from the Trustee Fund to the revolving fund and it was unanimously approved.</p> <p>Installation of the new tiles is scheduled to begin July 20th. Corinn requested that the library be closed during the installation for safety reasons (additional people in the building) and all the offices are being worked on. Everyone is also able to work from home. She will send a newsletter out on 7/15 explaining that the library will be closed for the week for building improvements in preparation for reopening. Tom suggested that the library be opened on Saturday, July 18th and Corinn will speak to the staff to get their input. Also Wendy and Corinn will periodically check in on the the contractors while they are installing the flooring.</p> <p>Fred motioned that we authorize Corinn to close for a reasonable amount of time to complete the new flooring and meet with the staff to possibly open the Saturday before construction begins. The Trustees unanimously approved.</p>
Roles and responsibilities of Trustees, Friends, and Director	Wendy went to a Trustee training a few weeks ago and feels it is important that the Trustees, Friends, and Director all have a clear understanding of what their roles and responsibilities are. She is going to work with Corinn to draft a document to present to the Friends and hopefully get input from them also.
Town Meeting follow-up	Wendy put a hold on the line budget item at Town Meeting and explained that although we are no longer asking for the part-time position, we would need to ask for it later when operations return to normal. She also met with Angus who asked that Corinn document any hours worked by staff over as well as vacation time not being taken due to scheduling issues.
Unanticipated items	Marcia asked if the air quality was better and Corinn said that an HVAC technician serviced the machine and repaired a broken fan. Although it still is an issue, this made a noticeable difference.
Items Review of Action	<ul style="list-style-type: none"> • Wendy will follow up with the Town Planner to determine why members had trouble getting into the meeting with the Town GoTo Meeting account. • Corinn will meet with Wayne about getting the necessary cleaning done in order to open. • Corinn will check with Kate about where the old weapons case is currently. • Corinn and Wendy will work on the library closing notification wording. • Tom will contact Terry Beaton to transfer the additional \$2,500 to the revolving account. • Wendy will draft a document transferring account signatories. Fred and Tom stop by the library to sign it. • Wendy and Corinn will draft the roles and responsibilities document.

Meeting Adjourned.
The Trustees next meeting is scheduled for August 11, 2020.