

G.A.R. Memorial Library Trustees Meeting Minutes
 August 11, 2020, 7:00PM, Remote via GoToMeeting (COVID-19 quarantine)

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

Absent: Holly Cole, Sandra Nowracki

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Fred made a motion to approve the minutes from the July 14, 2020 meeting. Marcia seconded and they were passed unanimously with a roll call vote.
Director's Update	<ul style="list-style-type: none"> a. We reviewed the reports that Corinn had sent out prior to the meeting. Tom asked about the discrepancy in the funds and Corinn said it is only a couple hundred dollars and she is working on it with the accountant. b. Staff evaluations are going to be done the 1st week of September. Corinn gave them all a form to evaluate her and asked they return it by September 11th. Marcia discussed how we had evaluated Susan in the past and she will get the form we used to Corinn. Wendy encouraged Corinn to use an evaluation process that was useful for her and to upload the forms used to Dropbox so the Trustees could review them before the meeting. c. Corinn worked with Wayne to get bids out to cleaning companies and he was very helpful. The bids are due back on August 21st. d. Summer reading ended on Friday, August 7th and Corinn was pleasantly surprised by the amount of participation. Prizes were given out and the top prizes were a Razor scooter for kids, a Polaroid camera for teens, and a \$100 gift card to Nunan's for adults. e. Corinn expanded the library hours so they would be open two more nights until 7:00PM, new evening hours are now Monday, Tuesday, and Wednesday. She also reduced the hours on Friday after observing that there was a lot less traffic then.
Fall town meeting warrant articles	Fred asked about pursuing the 10 hour position and Corinn said she would like to wait. She would also like us to put together a pandemic policy as other libraries have.
Floor replacement update	<ul style="list-style-type: none"> a. The final cost for the project came to just under \$10,000 for materials and \$6,510 for installation. The contractor came back to fix where tiles separated a bit and everyone is very happy with them. Kate and Corinn have noticed a big difference in the air quality and both are coughing less. b. There were more people than expected doing the installing, they weren't always wearing masks and more dust than expected was generated. Corinn requested that a cleaning company come in and clean all impacted areas prior to staff returning to work. Wendy proposed that the Trustees pay for this extra cleaning as part of the floor installation project. Tom moved that we pay up to \$500 for the additional cleaning and it would come from the gift fund. It was approved unanimously. c. Fred initially wanted us to consider replacing the flooring in the rest of the building but Wendy pointed out it is a new, untested material and

	that we should wait and see how the flooring holds up once patrons are back in the building. We will revisit the topic in the spring.
Roles and responsibilities of Trustees – Friends - Director	Wendy and Corinn were busy with the flooring project so they are still working on the MOU (Memorandum of Understanding) and will present it to the Trustees next month.
Old action items	Corinn looked into reinstalling the old weapons case but found that it had fallen apart. She would like us to get a case to store the weapons in as well as other historically significant items. She will research getting a case made and present her findings at the next meeting.
Next meeting	There was discussion of holding an Ad hoc meeting if the library was directed to open to the public by the town before our next scheduled meeting. Cleaning contracts are not due back until August 21 st so it is unlikely that we would be able to open before September 8th. Tom suggested we initially open on Tuesdays and Thursdays and close on Mondays, Wednesdays, and Fridays to clean and decontaminate. All agreed this was a good idea. It was also agreed that we would have an Ad Hoc meeting if Corinn is told to open before our next meeting.
Items Review of Action	<p>Marcia will get the form we used for Susan’s review to Corinn.</p> <p>Corinn will do a self-evaluation and put in the dropbox.</p> <p>Corinn will research pandemic policies.</p> <p>Wendy and Corinn will work on the MOU.</p> <p>Tom will continue to work with Terry Beaton’s office to get the \$2,500 transferred to the revolving fund.</p> <p>Corinn will look into getting a case made to store the weapons and other historical items.</p>

Meeting Adjourned.

The Trustees next meeting is scheduled for September 8, 2020.