

G.A.R. Memorial Library Trustees Meeting Minutes
 September 14, 2021, 7:00pm, Remote via Zoom (COVID-19 quarantine)

Present: Fred Chanania, Amy Custance, Corinn Flaherty, Marcia Sellos-Moura, Tom Salvo, Paula Breger, Sandra Nawrocki, Heather Conner, Laura Collins, Sherri Temple Pruyne

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Marcia moved to adopt the June minutes with grammatical changes and Fred seconded. The minutes were approved with a roll call vote. All approved except Sherry who abstained because she wasn't at the June meeting.
Discussion of Requiring Trustees to Sign Bills	We discussed whether or not a Trustee had to sign off on all the bills. Since COVID began, the Town has not required a Trustee signature. Corinn got feedback from the Town Manager and MBLC and neither require Trustees to sign off on bills. Fred indicated that there is no longer a need for a Trustee to countersign bills and payroll and made a motion to permit (1) the Library Director to sign bills and payroll without the signature of a Member of the Board and (2) the Town Manager may countersign payroll without the signature of a Member of the Board. Laura seconded and the motion was approved with a unanimous roll call vote.
Director's Report	<ul style="list-style-type: none"> a. Corinn spoke to the Cultural Counsel about having the town policy related to signage on town property. The Library may participate in the Yard Art event, but there will not be any signage. b. The Ethernet switch was replaced in August. Corinn decided not to use the 5 free MBLC hotspots because they have filtering software, but we will still have the original 3 hotspots and will consider adding a 4th if there is demand to do so. c. Programming has been very successful and the library can accommodate more patrons over Zoom. d. Corinn requested a door with a window so she can work quietly when needed, but still see what is happening in the library when she is working in her office. Fred indicated that State Funds could be used to pay for this door, and this was the consensus of the Board. e. The Storywalk is being held up because the company requires half the payment up front and Corinn cannot be billed for goods she hasn't received. The Town Accountant is going to contact the company to get the situation resolved. f. Fred's wife downloaded all the Town Reports and Corinn will have them added to the Library's Advantage Preservation page. They will be readily available to all in digital format. g. The Library will have an intern this fall. He was previously a volunteer and is working on his MLS degree at URI. h. Although foot traffic is slightly down, circulation numbers are up and better than pre-COVID.
COVID update	Corinn would like to put a policy in place if a staff member has exposure to or symptoms of COVID. Her draft policy follows CDC guidelines but she requested

	<p>we vote on the section concerning exposure without symptoms. Fred requested we see the policy in writing before we vote. Marcia asked Corinn to speak to Paul Sevigny about the specifics of the testing procedure. The Town does not have a policy in place so, Corinn and Fred will work on something to present to the Board at the next meeting.</p>
Indoor Gatherings	<p>Indoor gatherings for Library programs are still restricted. Only tutors are meeting in the building but there are no large gatherings. The Town is not allowing any gatherings but has approved the Book Sale to take place at the Town Hall. Sandy suggested any requests for large gatherings be referred to other Town buildings and Corinn will help facilitate with Annie Sterling.</p>
Meeting with Financial Advisor	<p>Tom contacted Terry Beaton and he will attend the next meeting via Zoom to discuss the Trustee's finances. Fred requested he not bring as many hard copies of materials and try to do as much as possible electronically. Tom will contact Terry and inform him of the request.</p> <p>Also, Corinn will come up with a list of projects the Trustee's Fund could pay for with their funds.</p>
Items Not Anticipated in Advance	<p>Fred as the Chair of the Board will attend the Select Board personnel policy meeting next month.</p> <p>Marcia brought to the Board's attention that we are overdue giving Corinn her review. Fred said that we would do it this fall and Corinn will have the materials and process ready for the next meeting - both for her review and, if needed, staff reviews.</p>
Next meeting	<p>The next meeting is scheduled for October 12th.</p>
Items Review of Action	<ol style="list-style-type: none"> a. Corinn will put together the additional COVID policy with input from Fred. b. Corinn will come up with possible projects for the Trustee's Fund. c. Corinn will inquire about possible meeting spaces at other locations in town. d. Corinn will put together materials for her review and staff reviews. e. Tom will notify Terry Beaton that the meeting will be over Zoom and the materials will need to be electronic.

Meeting Adjourned at 8:10pm.
The Trustees next meeting is scheduled for October 12, 2021.