

G.A.R. Memorial Library Trustees Meeting Minutes  
 September 8, 2020, 7:00PM, Remote via GoToMeeting (COVID-19 quarantine)

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

Absent: Holly Cole, Fred Chanania

Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Heather made a motion to approve the minutes from the August 11, 2020 meeting. Tom seconded and they were passed unanimously with a roll call vote.
Director's Update	<ul style="list-style-type: none"> <li>a. Corinn only received one bid for the cleaning contract and it was \$5,300 higher than expected. Since the library is still closed to the public, Wayne suggested holding off on having them start until November. The plan is to have the cleaning company come in once a week while offering curbside only and at least twice a week after the building is reopened to the public.</li> <li>b. Corinn finished the ARIS report and we are ahead in most areas but the numbers for the teen librarian are especially good. Even with the months of closing, the YA program attendance numbers are higher than last year's numbers.</li> <li>c. Fall programming is underway and Kate will start with the kid's programs this month. She has been doing YouTube videos and will try doing one Zoom session a week. Corinn is trying to do unique programming and the teen librarian, working with other teen librarians in the area, sent out a survey to get ideas of what people would want.</li> <li>d. Corinn is in the middle of evaluating the staff. She hopes to do half this week and the other half next week</li> <li>e. Tom asked about comparing statistics from years past. Corinn will upload past reports and Tom will create a spreadsheet comparing numbers.</li> <li>f. Tom was able to resolve the issue with Terri Beaton regarding the \$2,500 to be moved to the revolving fund.</li> </ul>
Pandemic Policy	Fred made edits to the original draft of the Pandemic Policy that Corinn put together which she felt actually made the document flow better. Marcia asked about including paying part-time employees if we have to close. Corinn will pull that information from the employee personal policy and run it by Angus before she includes it. Corinn will also check about budgetary shortfalls potentially resulting in layoffs. Lastly, the Trustees asked Corinn to make it clear in the final paragraph of the document who should be contacted to avoid any confusion. She will incorporate all the edits and send a final copy of the policy to Angus before the Trustees vote on it. The Trustees are planning on voting on it at the next meeting
Roles and responsibilities of Trustees – Friends - Director	Everyone felt the roles for the Trustees and Friends in the MOU were accurate. There were a few grammatical edits and it was decided that it should include a chart with all roles clearly defined. Corinn will make these edits and we will

	review and vote on it at the next meeting. The Friends are not currently meeting so we will present it to them at a later date.
Authorizing Chair for financial purchases	We discussed giving the Chair ability to authorize financial purchases within reason for time sensitive issues. Corinn is going to look for information about this on MLS.
Corinn's self-evaluations	We discussed Corinn's self-evaluation and all agreed that Corinn does much more than what is in the document. We will all review Corinn's document and send our feedback/ comments to Wendy by 9/22 so she can compile a document that we can discuss and vote on at the next meeting.
Old action items	Corinn contacted Pompanoosuc Mills to get ideas about making another case for us to hold the historical items but that is as far as they got.
Next meeting	The next meeting will be Tuesday, October 13, 2020 at 7:00 via GoToMeeting and Wendy will send the link.
Items Review of Action	<p>Corinn will upload older spreadsheets to Dropbox.</p> <p>Tom will create a spreadsheet comparing past statistics with the spreadsheets Corinn uploads to Dropbox.</p> <p>Corinn will incorporate edits to the Pandemic Policy and run them by Angus before the next meeting.</p> <p>Corinn will make edits to the MOU.</p> <p>Corinn is going to research MA Library Systems for information on Chairs having approval policy to make purchases.</p> <p>All will send feedback/ comments regarding Corinn's self-evaluation to Wendy by 9/22.</p> <p>Wendy will compile a document of all the comments and put it in the Dropbox before the next meeting.</p>

Meeting Adjourned.

The Trustees next meeting is scheduled for October 13, 2020.