

Wilton Public and Gregg Free Library  
Trustee Board Meeting Minutes  
May 22, 2020

At 8:00 a.m. Ron Brown conducted a roll call of the trustees as they met electronically. Attending were Library Director Pat Fickett and trustees Nikki Andrews, Ron Brown, Felice Fullam, Alison Meltzer, Molly Shanklin, Lynne Stone, Mary Ellen Brookes, and alternate trustee Peter Howd.

**Approval of minutes from May 8 - (Molly, Lynne) accept**

**Treasurer's report - (Ron, Peter), accept**

1. The Select Board has approved direct deposit for the town appropriation.
2. The collateral agreement discussed at earlier meetings is now in place.
3. The budget now contains a Covid supply line. Molly explained that it has become necessary to adapt some line items because of the current situation.
4. Moved by Molly and seconded by Nikki: **that we accept the unrestricted gift of \$25.00.** The motion passed.

**Director's report - (Lynne, Molly) accept**

1. Alison has met with Travis Blanchette. He will send an estimate.
2. It was suggested that an article introducing Miss Boo be submitted to the local newspapers.
3. The state is providing an on-line platform for summer reading. The library will use this platform with an additional physical component, possibly using curbside services.

**Facilities projects**

1. Alison has completed the Moose Plate Grant and will submit it.
2. The work on the drainage project for outdoor access continues.
3. We may need to hire assistance in order to move furniture for social distancing. Alison will work with Pat using the base plan drawings.
4. More plans for ventilation are needed.

**Pandemic policy**

Moved by Ron and seconded by Alison: **that we approve the Wilton Public Library's pandemic policy as of May 22, 2020.** The first vote on the motion passed. Pat will send us copies of the final version.

**Unaccompanied minors policy**

The policy was presented. After discussing terms such as *emancipated minors*, *age discrimination*, and *age range* it was decided to make some changes and to add a statement about needing to abide by all library rules. Ron will reformat for the next meeting.

**Other policy review**

Moved by Ron and seconded by Alison: **that we approve the Public Health Emergency addendum to the Patron Behavior Policy with the additions added at this meeting.** The first vote on the motion passed. Pat will send us copies of the amended version.

The trustees wish to express their appreciation for the Best Practices Document produced by the Task Force. It will help to guide us toward our main goal which is to keep all staff and patrons safe. We plan to coordinate our reopening strategy with that of the town in cooperation with the emergency manager. Nikki and Felice will work on statements to be posted on the library website.

**Old business - none**

**New business**

1. Ron and Felice will work on the illness policy.
2. Molly and Lynne continue their work on the patron communication document.

The meeting ended at 9:35 a.m. (Molly, Nikki)

The next meeting of the trustees will be at **8:00 a.m. on Friday, May 29.**

Mary Ellen Brookes 5/22/20