

Wilton Public and Gregg Free Library  
Trustee Board Meeting Minutes  
August 21, 2020

At 8:02 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 amended minutes from July 31** - (Felice, Molly) approved.

**Treasurer's report** - (Nikki, Ron) approved

1. Molly reported on the highlights of the requested 10% cut in the library budget: cuts in salaries and wages, media budget, contract services, and programs.
2. After a suggestion from the Terry Knowles program, Molly feels that we should have an agreement with the Trustees of the Trust Funds about the moneys held by them.

**Director's report** - (Molly, Peter) approved

1. Scott Donovan will install an acrylic Plexiglas guard screen at the circulation desk. The glass shield has not yet arrived. The acrylic Plexiglas costs less and promises to be satisfactory.
2. The basic structure of the website upgrade is in place.
3. The second Talking About Race group meeting will be held via Zoom in September.
4. Following a staff suggestion, the library anticipates offering a "pod" space in the YA room by appointment.

**Auditor's report**

In response to the auditor's report, it was suggested that a single line be added to the debit card policy: "In the event that the authorization and coding were done using e-mail, the Library Director shall request that the bookkeeper print any e-mail approvals and coding and attach to the approved invoice." The adjustment to the procedure has already been made. Molly will convey the response.

**Meeting request from Heritage Commission**

The Heritage commission has requested an indoor meeting. At this point, the trustees feel that there are too many variables for a safe open meeting of a group. Felice, a member of the Commission, has suggested a possible outside space meeting with social distancing.

**Old business**

We accepted Alison's offer to get a price quote on regluing the library's wooden chairs.

**New business**

1. Paul Branscombe announced level funding for 2021.
2. Peter stated that the town's land use boards may no longer use town counsel. After a discussion, the trustees agreed that, since we are not a town department, our counsel should be separate. We will revisit the topic at our next meeting.
3. Town department head meetings are now taking place in person. These meetings do not follow the established Covid precautions. Ron will call the town administrator to discuss the fact that we are still under emergency orders.

The meeting ended at 9:43 a.m. (Molly, Lynne)

The next meeting of the trustees will be at **8:00 a.m. on Friday, September 18**

Mary Ellen Brookes 8/21/20