

Wilton Public and Gregg Free Library Trustee Board

Meeting Minutes

June 19, 2020

At 8:04 Chair Ron Brown conducted a roll call of the trustees as they met electronically. Attending were Library Director Pat Fickett, trustees Nikki Andrews, Mary Ellen Brookes, Ron Brown, Felice Fullam, Alison Meltzer, Molly Shanklin, Lynn Stone, and alternate trustee Peter Howd.

Approval of minutes from June 12, 2020 – (Moved by Molly/seconded by Lynne) Minutes accepted as amended.

Treasurer's Report

1. We are at 38% of the yearly budget; the endowment is rebounding. We are looking at ways to reduce our 2021 budget in light of Covid-19 expenses.
2. Motions to accept \$5000 CARES Act funds (Molly/Lynne); amend desk shield budget from \$3400 to \$3450 (Molly/Ron); accept the treasurer's report (Ron/Felice)—all passed by roll call.

Director's Report

1. A proposal for a teen outdoor art project was discussed. Because of attendance restrictions, the project may become a story trail display instead of a group project. Report accepted (Nikki/Felice)

New/Amended Policies

1. Legal review of new policies. Counsel questioned need for a Pandemic Policy, but since it provides director with flexibility to deal with personnel and other issues, and is standard in libraries, we will keep it. Other policies to be reviewed for next meeting: Public Health Emergency (Peter/Nikki); PHE Unattended minors (Ron); PHE Patron Behavior (Molly); Illness (Pat); PHE Telework (Ron); PHE sick/family leave (Lynne).

Reopening Issues

1. Due to Julie Cyr's leaving, the team concept will not work. If one employee is exposed to Covid-19, the library will have to close for quarantine.
2. Curbside service by appointment is working well; patrons eager for reopening. Document copying/fax will begin next week at no charge to patrons.
3. No public entry until screens are installed; due date late July.

Old Business

1. Ventilation: per Margaret Dillon, the venturi system is outdated; may be useful only when A/C is not in use. If used, open inner doors and windows above rotunda.
2. CARES Grant: WPD will need additional electrical outlets to service PIFI
3. Walkway lighting project has begun.

New Business-none

The meeting was adjourned (Molly/Felice) at 9:27 a.m. The next meeting will be on **Friday, June 26, 2020 at 8 a.m.**

Respectfully submitted,

Nikki Andrews/acting secretary