

## **Wilton Public and Gregg Free Library Trustee Board**

### **Meeting Minutes**

**May 29, 2020**

At 8:04 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, Lynne Stone, and alternate trustee Peter Howd. Molly Shanklin entered the meeting at 8:14 a.m.

**Approval of minutes from May 8** - (Ron, Peter) Minutes accepted.

#### **New/Amended Policies**

1. Moved by Nikki and seconded by Ron: Second vote to accept the Wilton Public Library Pandemic Policy. Felice abstained.
2. Public Health Emergency Addendum to Patron behavior Policy. After discussion, the second vote was taken (Molly, Nikki). The Addendum was approved.
3. Unattended minors policy. After discussion, it was decided the policy needs legal review. We will ask town counsel to advise on this and other new policies. Molly & Pat will coordinate with town counsel.
4. Employee Illness Policy. After discussion re: adding a requirement to fill out a health assessment before every shift and how to store such information in light of HIPAA laws, a first vote to approve (Molly, Felice) was taken.
5. Other policies needed: Pat will research policies for lending laptops and other electronic devices.

#### **Reopening plans:**

1. Current plan is for staff to return to building on 6/9/20, with curbside pickup starting 6/16.
2. Issues to resolve before then include signage; proper ventilation (Alison will research the venturi system built into the library originally; Ron will investigate the cleaning and use of A/C and fans); Alison will create a floor plan for moving people and how to rearrange furniture and stacks to accomplish it.

#### **New business:**

1. There is reimbursement available through the CARES Act for COVID-19 expenditures.
2. Portsmouth Public Library is offering a virtual summer reading platform for 2020-21.
3. Aiyana is willing to add 2 days' cleaning/week on any day we're open at an additional cost of \$60/week.
4. Nikki will coordinate with Will Melchor re: portraits of his parents and David LaPonsee, to be framed and mounted in the HUB.

The meeting was adjourned (Molly/Felice) at 10:20 a.m. The next meeting will be on **Friday, June 5, 2020 at 8 a.m.**

Respectfully submitted

Nikki Andrews, acting secretary