

## **MONT VERNON LIBRARY TRUSTEE MEETING MINUTES —April 21, 2020**

**Attendees:** Librarians: Bonnie Angulas, Amy Wyman, and JoAnn

Trustees: Cindy Raspiller, Jane King, Jill Weber. All attendees were via Zoom

Joined by John Quinlan via phone.

### **Wetlands Permit Update**

Cindy opened by updating us on the State Permit for Alteration of Terrain, Spencer and Sean met with the state to answer some questions. It is expected that all Wetland permits will follow.

### **Staff**

Bonnie invited the staff to join us for the meeting to revisit employment, staffing, and pandemic policies. Cindy asked for update about what they have been doing, how they think it is going and how they'd like to proceed. And finally, what would be the things the trustees should be thinking about?

Bonnie provided a timeline. March 17<sup>th</sup>—Governor's order came to close all non-essential businesses. We made the decisions to close the library building, but to offer curbside service which occurred between the 17<sup>th</sup> and the 24<sup>th</sup>. Next came the State library recommendation to dispense with curbside business. March 27<sup>th</sup> came the stay at home order from the Governor. JoAnn continued to offer curbside crafts till the 28<sup>th</sup>. March 31<sup>st</sup> the library switched to all virtual services.

Amy had a great idea on how to promote OverDrive for ebooks and audio books. JoAnn was ready to do Storytime on Facebook. The library was actually ahead of the curve, because all Social Media was already in place and well established. With the addition of a zoom account, book clubs could continue as well as Adult programming like zoom knitting clubs or zoom cookbook club with meetings being more social than necessarily instructional.

The announcement came ending Public school May 29<sup>th</sup>, fast forwarding the question on how accomplish the Summer Reading Program without actually meeting with kids. Staff has committed to continue working virtually and are revising their plan. Theme for this year is Fairytale with the thought to provide that one title to distribute accompanied by a kit. We all agreed that it was a wonderful way to keep the connection going and help provide some structure and how impressed we were at how quickly all of them made the switch to virtual.

JoAnn said if we gave her the go ahead, she could prepare a kit and chock it full activities with calendar dates for kids to check in. Cindy said since we won't be able to anticipate the future, we need to be prepared for both options. We are in favor of proceeding with a summer reading program that can be altered easily. Jill suggested bringing a proposal to next Trustee meeting without prepping anything quite yet. Bonnie suggested that they could have an outline with costs for next meeting, in the meantime curating the book which will take some time. JoAnn's book clubs were set to end in April, so everyone already had that book. There was some discussion about following up on that.

We agreed to a zoom account dedicated to library use.

Cindy said as long as everyone was willing to work virtually and bring that much needed connection to the town right now, we would fully support it.

Bonnie and Amy are using this time, on separate days, to do a complete inventory of the books while the building is closed.

Laurie called to ask why time cards were still going in when building was closed. Joan assured Bonnie that Laurie just hadn't been brought up to speed as to how the library employees were continuing to work their hours.

There was an issue with retirement pay for Bonnie with her new hours. Turns out the required number of hours were 35 hours so she did not qualify.

Cindy talked about our draft of the Pandemic Policy. Cindy also agreed that the library staff are not having trouble filling their hours. Jane asked how they were recording hours. Cindy said it seemed like the staff is not having trouble filling their hours during this building shutdown. State Library Association has set a format setting an agenda of specific hours and helped Bonnie set her Telework Policy. Time cards and logs are being kept by Bonnie, including time, tasks and any challenges. We are down one staff person and had a replacement for Madison, but this has all changed now. We agreed to leave that open, for the time being. Sophia continues to work on Saturday.

Jane agreed as long as we can document the hours and demonstrate the things that bring value.

## **Library Building Committee**

Mission Statement: (read by Jane)

The Mont Vernon Library Building Committee (LBC) is a voluntary committee under the auspices of the Library Trustees that oversees the Library Building Project.

Mission: To advise the Library Trustees and the Town on financial estimates, design, and supervision of construction (including reconstruction, alteration or enlargement) of the library building project.

Tasks: The Building Committee shall be responsible for:

- The preparation of design plans and specifications (including schematic design, design development, and construction documents) developed from the project vision established by the New Library Project Committee.
- Financial estimates
- All aspects of construction, including whatever is necessary to implement or complete a project

Bonnie asked who develops by-laws. Jane said because it is a committee, it doesn't need to adhere to those rules. John Quinlan is the chair with 5 members with voting rights. John will look and tweak—addressing questions of how to interact with Library Trustees and Concept of Operations as well as how they would report back so that we don't all have to attend all meetings.

Lou Springer forwarded the invoice for Forestry Management Project and advised us the library portion was \$462.80. Money can come from Library Study Budget Line to pay our share, which we will recoup later down the line once the project is completed.

Jane made a motion that we pay our portion the invoice, Jill seconded and the vote was unanimous. Cindy will respond to Lou that we voted to pay our share and find out how he wants it to be taken care of.

Next vote is for an invoice from DSK of \$3304.09. We voted to pay this invoice. Jane made the motion, Jill seconded and the vote was unanimous. Actual payment comes from the Cemetery Trustee's obligation to cover their 14K commitment. Laurie will collect from the Cemetery Trustees.

Cindy will reach out to Erin to set up a meeting with all of us. It will help determine what can be done between now and September and then September through Town Meeting.

Library Committee: John will draft a Concept of Operation.

Bonnie mentioned Harvey Construction is doing Peterborough Library Project and also the theatre at New England College. Something to consider.

### **Library Business**

Checks are at the library for Jane to go sign. Most of the people did not want their Harry Potter money returned.

Bonnie looked into Hoopla which is a streaming service. Combines, movies, ebooks and audio books without any waiting—4 items per person a month. We could afford to do it for a short period of time. It would be switching physical materials to streaming materials. Libraries are shifting to virtual materials, Perhaps friends could cover the Hoopla cost instead of Museum passes while Museums are closed.

### **Mont Vernon Emergency Management plan**

Bonnie will make edits on the Pandemic policy. She will defer to the state recommendations.

We voted to accept the minutes to the last meeting. Jane made the motion and Cindy seconded.

We adjourned at 9:40.

Our next regular meeting is scheduled for May 19, 2020 @ 7:30.

*Respectfully submitted by Jill Weber—Secretary*