

MONT VERNON LIBRARY TRUSTEE MEETING MINUTES —June 16th, 2020

Attendees: Bonnie Angulas, Trustees: Cindy Raspiller, Jane King, Jill Weber
Also in attendance: John Quinlan, Selectman: Kim Roberge

Meeting took place on zoom.

Meeting was called to order at 7:30

Library Business

Summer Reading Program

JoAnn designed a Summer Reading Program in a box. Turned out to be a true collaboration of all the staff to get the kits assembled and ready for pick-up. The activities were designed to bring families together.

Craig Meader supplied the boxes, Toadstool discounted the books, and Amy did all the graphic work. Sophia cut, rolled and collated 100 of everything. 92 kits went out.

JoAnn will follow up with weekly story times and puppet shows, story walks around town and curbside crafts which will be a Face Book event for signups. It will be 40 kits which will be a challenge. Every Friday she has an activity that is somewhere around town always Fairy Tale based.

Hoopla Launch

Launched June 5th, leaving very little time to promote with the Summer Reading Program also launching.

So far, we have 39 patrons with 71 circulations. The average price per check out is \$2.15 with a total thus far of \$152.39. Training would normally be done over a month, but there simply wasn't time before the launch. Cindy already had success loading onto her ipad. Now that Summer reading Program is launched, Bonnie will promote. She has a budget of \$500 to advertise.

Reopening plan

Kevin, the police chief, drafted the reopening policy with Rich masters which went out Wednesday, June 10th.

All the departments were asked to review it with their staff and come back with any feedback. It was approved at the Select Board Monday June 15th and was signed by the staff and added to each of their employment files. Everyone is aware that it was a fluid document that could change at any time. It was probably not sent to legal.

The MVPD supplied PPE to the library. It included a gallon of hand sanitizer, wipes, gloves, and masks. The Daland Trust generously provided the mobile hand sanitizer station.

No town offices are opening as yet. They are in phase one.

Still no information about school opening and when the Town will officially open their doors. Phase Three is contingent on that.

Library Reopening

We are now in **Phase Two** doing Curbside Pickup. Opening on Monday to 56 checkouts. Directions are posted on how to reserve materials and Bonnie will continue to promote access to the collection. The entrance works perfectly with the new doors to the library only allowing for access to the entrance. It is a perfect no-contact pick up area. Bonnie is helping those who need help to navigate it. Cindy added that it does bring a little normalcy to an otherwise uncomfortable time. Bonnie made user friendly signs and will do a video of the process to encourage those who are unsure of how curbside works.

We all agreed Bonnie and the staff have done an extraordinary job of welcoming everyone back to the library with most creative plan as well as delivering an amazing Summer Reading Program.

Treasurer's Report

We looked at Karen Mitchell's treasurer's report. Cindy questioned if Laurie paid invoices from last month. The town appropriation check came through and Karen deposited it.

Amy is adding the minutes to the website, which our currently available in DropBox. Jill discussed what other documents or attachments should be also added to DropBox and available. Jill added that the information is actually already in the notes. Jill will add the Town's plans for reopening.

Cindy said to add the attachments in Drop Box. Jill said that Budget was a separate folder also in Drop Box. Jill requested that the Library open their own DropBox account.

Jane made a motion to approve May 26th meeting notes. Cindy seconded the motion. We all voted to accept the meeting notes.

New Library Business

Jane, John and Cindy met with DSK to talk about the walk through they hosted on May 26th. The walk through with the selectmen turned out to be more of a walkthrough with Ben Crosby who had questions we couldn't answer yet. Erin will put together the information for Ben regarding the road. John reached out to Ben to give him the information. They discussed an outline of actions for 2020 where potentially the Daland Trust might fund the more detailed work and drawings in the hope of positioning us for a warrant article to begin in 2021. The next conversation would be with the Daland Trust to see how they feel about funding some of these next steps. Bonnie asked if we would be giving the Daland Trust the big number for construction drawings. Cindy explained the midpoint would be to finalize the details before we go to actual construction drawings. Erin described three phases which she will send for Cindy to present as a proposal. Cindy and John will be meeting with Sean at Oak Engineering (via zoom).

The meeting adjourned at 8:30.

Next meeting is scheduled for Tuesday July 21st .

Respectfully submitted by Jill Weber—Secretary