Lanesborough Trustee Meeting Minutes

Lanesborough Public Library

January 7, 2021

Attendees: Sheila Parks, Diana Maruk, Kacy Westwood and Sherri Wilson

Meeting was called to order at 6:05 pm.

The minutes for the November 17, 2020 meeting were reviewed and accepted with slight edit.

**Director’s Report:**

* The COVID-19 current library status remains unchanged since November with curbside service for outdoor book pickups. At this point, during inclement weather, patrons may call the library via cell phone or beep their car horns to alert the librarian of their presence in the library parking lot so that items may be placed outside the library door for contactless pickup. Online story hour and reference questions via phone and email are still in place.
* Book delivery by the COA is now an option for members of the community who partake of COA home delivery services.
* A staff member was exposed to a COVID-19 positive person within the same household, so that staff person has been in isolation and monitored by public health officials. If the staff person remains symptom free, they will return to work on January 14th.
* The library COVID-19 employee policy has been updated based on information from the Berkshire County Health Alliance.

**Old Business:**

* The Lanesborough Board of Health decided that library patrons may safely enter the library briefly, while masked, to retrieve ordered items for pickup during inclement winter weather, if the Director and Trustees decide to implement that option for the winter months. Sheila and Sherri will call in to the Select Board meeting on Monday, January 11th to participate in discussion regarding the HVAC system in the building.
* Security cameras have been purchased and will be installed soon.

**New Business:**

* Discussion ensued regarding the anticipated time off and coverage necessary while the Director deals with a medical issue. Current staff will pick up shifts beginning the first week of February. Sheila will have budgets and the Town report drafted ahead of her absence as contingencies. Barring unforeseen circumstances and need for further recuperation, the Director’s planned return date to work is the third week of February. Christine Erb, a current staff member, will deal with payroll as needed during the Director’s absence. Weather closures will be at the discretion of the staff. If service hours need to be limited due to an emergency while the Director is out, the Trustees will be consulted. Staff members will be given the Trustees contact information in case of emergencies.

Meeting adjourned at 7:04pm.

Respectfully submitted by Sherri Wilson, Trustee secretary