

Library Trustee Meeting Minutes  
Lanesborough Public Library  
July 29, 2020

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

The meeting was called to order at 6:20pm.

A move was made, with a subsequent vote, to accept Rachael Eramo's resignation from her Trustees position and to appoint Kacy Westwood to fulfill the remainder of the term. Sherri Wilson will now serve as secretary for the board.

After instating Kacy, the June 19, 2020 minutes were reviewed with minor addendum and approved as discussed.

**Director's Report:**

- COVID19 current library status- Curbside delivery is available five days per week now and is proving to be a popular option that is progressing smoothly, a "librarian's pick" grab bag option is also available that allows the staff to pick books for patrons that do not know which books they wish to check out, some museum passes are now able to be lent with some restrictions and considerations, interlibrary loan is also up and running in Lanesborough even though not all libraries throughout the state are participating yet.
- Planning for phase 3 reopening- The library will soon be open by appointment only which will limit the necessary number of people in the small space to allow for proper social distancing as per state and CDC recommendations/orders, appointments can be made for computer use also. Books that are taken off the shelves by patrons during browsing will be put into bins for proper quarantining prior to reshelving. There will be no public bathroom access at this point. The library is reconfigured to allow distancing and stanchions will be in place to direct the flow of people as they enter and exit the building, more cleaning by staff throughout the shifts will occur and per state mandate no one without a mask will be allowed entry to the library. The Trustees voted to implement the policy that if a patron is unable to wear a mask for any reason, then curbside assistance will be offered.
- Tech update-Because there was extra money in the budget, Microsoft Office was installed on all 3 computers. Tech support will no longer be through Town Hall, so a local tech support person will be contacted this fall to establish a working relationship for ongoing support.

**Old Business:**

- Trustee change was conducted at the beginning of the meeting and FY2020 carry forward items were submitted to the Town accountant.

**New Business:**

- A security policy for the library was discussed due to ongoing infringement after hours from people without permission to access the space. This policy will be drafted and will entail appropriate after hour use (if any) of the library going forward. The Board of Health representative was contacted by Sheila to discuss COVID related changes that may be necessary for proper air flow within the library. The building manager and HVAC company

will be conducting cleaning of the HVAC system throughout Town Hall and the airflow will continue to be discussed and assessed going forward. Contract tracing versus privacy considerations during COVID was discussed. The timeline for hiring to replace Ellie's library assistant position this fall was determined and will be drafted and posted in the coming weeks. Sheila, as Director, will conduct interviews with appropriate candidates.

Next meeting date to be determined via email and then posted with an agenda.

Meeting adjourned at 7:40pm

Respectfully submitted by Sherri Wilson