

Library Trustee Meeting Minutes
Lanesborough Public Library
October 20, 2020

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

Meeting was called to order at 6:04pm.

The minutes from the July 29, 2020 and August 12, 2020 meetings were accepted with minor amendments.

Director's Report:

- The COVID 19 library status per state guidance is in Phase 3, step 2, where a maximum of 6 people, including staff members are allowed in the library by appointment only wearing masks and distanced with the new arrangement of the library to accommodate as much space between patrons as possible.
- Massachusetts guidelines and requirements are posted in the library and per state guidelines are also kept in a binder for reference when necessary. Cleaning protocols and checklists are also posted and noted in a binder.
- Current library services include: curb side pick up, appointments to browse and/or use the public computer and online weekly story hour. The Library Director and staff members have received positive feedback, especially in regard to the online story hour for our youngest patrons.
- ARIS and State aid reports have been completed, submitted and accepted

Old Business:

- Looking to the future when COVID 19 policies are more routine and less time consuming,
there is the plan to draft new and updated collection policies. Current library access, fines
and general library policies are posted on the library website.

New Business:

- Kacy Westwood has been officially instated as a Trustee.
- Ryan Grady is the new library assistant and currently is being trained. He holds his MLS and worked in libraries as an intern during his studies for his Master's degree. This position is his first paid position as a library staff member. He is particularly interested in the YA genre and is excited to find ways to expand YA programming in the future.
- Discussion ensued regarding the Trustees' response to the October 14, 2020 Select Board meeting. Diana, as the Trustee president, will draft a response while Sheila will gather data and documentation regarding her recent performance. The

Trustee response and the Director's documentation will be discussed and formalized at the next Trustee meeting. Afterwards, the Director will request to be added to a future Select Board agenda to discuss our response directly with the Select Board.

Next Meeting:

- Tuesday, October 27, 2020 at 6 pm.

Meeting adjourned at 7:17pm.

Respectfully submitted by Sherri Wilson, Trustee secretary