

Library Trustee Meeting Minutes  
Lanesborough Public Library  
March 23, 2020

Attendees: Sheila Parks, Diana Maruk, Sherri Wilson, Rachael Eramo, Kacy Westwood

The meeting was called to order at 6:05 p.m.

Minutes from the February 2020 meetings were read. An amendment was suggested and accepted; the amended February 2020 minutes will be forwarded. Aside from said amendment, the February 2020 minutes were accepted.

Director's Report:

- CO-VID 19 Response: the Library will be closed until further notice. No Library staff will be in the building starting March 24<sup>th</sup> at noon. The Library Director will see that signs are posted on the Library door, at Town Hall, at the Post Office, and on the Library's social media accounts.
- Due to the closure of the library, all Staff will be working from home. The Library Director will be making assignments to staff and documenting progress.
- Remote Service for Patrons: the Library Director will be adding links to the Library's social media accounts that direct patrons to activity ideas for adults and children, community resources, as well as how to utilize Libby and Overdrive.
- Census Access: the Library Director will post a link to the Census home page on the Library's website.
- Programming: All programs on the Library calendar have been cancelled or postponed for the foreseeable future.
- CW/MARS tutorial took place at the end of February, for the benefit of patrons wishing to learn more about the system. Approximately eight patrons attended, and there was a request to hold another tutorial in the future.
- The Cultural Council Grants that were to partially pay for the Juggler Activity in April and the Storyteller in July have been approved. Grants were partially funded by the Cultural Council,

and the Friends voted to make up part of the difference between performers' original requests and the actual grant amounts.

#### Old Business:

- Phone/internet issues -- Library Director moved to table at this time. Unanimously agreed by all present.
- Evaluation forms and collection policy discussion -- Library Director moved to table at this time. Unanimously agreed by all present.
- Library Budget -- has been submitted to town; no response received at this time.
- Trustee Search -- potential new Trustee Kacy Westwood attended meeting and introduced herself. This was done in anticipation of one of the Trustees eventually moving from town and being unable to serve as a Trustee. The timing of Trustee's resignation and process for the appointment of a new Trustee was discussed.

#### New Business:

- Library Mural -- Library Director moved to table at this time. Unanimously agreed by all present.
- COVID-19 Planning -- discussed that future votes will be via email when necessary/urgent. All Trustees agreed it was important to document the Library's continued involvement in the community and the services being provided.
- Trustees vote on three Articles, as listed below:
- Article One -- On March 13, 2020, per CDC recommendations and in accordance with Governor Baker's order to close all public schools, the Lanesborough Public Library Board of Trustees and Director voted via email to close the Library to the public effective March 16, 2020.
- Article Two -- Per CDC recommendations, all staff are encouraged and allowed to work from home for their health and safety and to be paid for their work, effective March 16, 2020. Staff will continue their usual planning tasks in addition to specific work assignments given to them by the Director. They will document

their hours worked and tasks completed, in order to share with the Director for payroll purposes.

- Article Three -- Per Governor Baker's order pertaining to "non-essential staff" on March 23, 2020, the Library is closed to staff and the public effective March 24, 2020 at twelve noon. All staff, including the Director, are ordered to work from home. Staff will continue to document their completed work and hours worked, and will share this information via email with the Director, who will verify their work and submit to payroll. All staff and the Director will continue to be paid at their normal rate of pay for work done from home.
- Articles One, Two, and Three were voted on separately by the Trustees, all voted in favor of each Article.
- Town Report -- Library Director will submit on March 26<sup>th</sup>, and Trustees will email Director with any suggestions prior to that date. Trustees discussed including COVID-19 response in report, but Ms. Westwood reminded Trustees that town report is for 2019 only.

Next meeting will take place in April at a date to be determined.

Meeting adjourned at 7:12 p.m.