

Library Trustee Meeting Minutes
Lanesborough Public Library
June 19, 2020

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

The meeting was called to order at 4:34 p.m.

Minutes from the May 2020 meeting were unavailable to be reviewed at the time of this meeting. They will be forwarded for review at a future date.

Director's Report:

- Zoom Account -- Due to the ongoing nature of the pandemic and the future need for virtual meetings, the Library Director has made the decision to keep the Zoom account.
- Book Group is being hosted through Zoom. Book Group was held in May, and will be held again in June.
- Youtube -- Library Director will explore recording short library-related Videos.
- Staff Update -- Staff was able to return to the Library on May 26th. Some members of staff have chosen not to return to the building to work; those staff continue to work from home. Ellie will start working at the Adams Public Library part-time beginning during the week of June 22nd and will continue part-time at Lanesborough until further notice.
- Current services -- We are currently accepting returns through the book drop only, starting week of May 26. All returned materials are placed in a plastic bin and tagged with the date, and not checked in until four days later to allow for quarantining of those materials. Staff handling the returned library materials are wearing gloves and masks. Curb-side service started June 8. Patrons are reaching out to the Library via telephone or email to request materials. The Library Director updates website and Facebook with the latest materials for Patrons to view.
- Protocols have been drafted for operating libraries during this time. The Library Director is complying with those protocols, including checklists for disinfecting of returned materials, cleaning of the Library, wearing of PPE for Patrons and staff, and signage to promote appropriate social distancing.

- \$710 has been paid by Library Director for CO-VID related materials. Those receipts have been submitted to the Town, for reimbursement by the State. The Library Director has obtained plexiglass shields that will cover the entire circulation desk.
- Summer Reading Program -- The Program will be encouraging children to read, but will not be a formalized program. The Library Director will be posting reading materials and activities relating to summer reading on the Library website and Facebook.

Old Business:

- Change in Trustee Position -- Rachael Eramo will be tendering her resignation effective June 22nd. That letter will be scanned and emailed to the Library Director and the Trustees. Mrs. Eramo expressed her appreciation for the opportunity to serve as a Trustee, and her respect for the hard work and dedication of the Library Director and fellow Trustees to all Patrons enjoying the Library .
- Budget -- due to the COVID-19 shutdown, the FY2020 budget will not be completely spent down by the end of the fiscal year. Remaining balance as of June 11th is \$8,595.00. The remaining balance will not affect State Aid or any other funding sources.
- The FY 2021 budget was passed at Town Meeting
- State Aid and ARIS are due in October.

New Business:

- Next phase -- Regarding opening of the Library, there is discussion regarding allowing people by appointment to come in to use the computer.
- Prior to opening, the layout of the Library will need to be rearranged/modified to conform with appropriate social distancing.

Next meeting date to be determined via email.

Meeting adjourned at 5:43 p.m.