**Lanesborough Library Trustees**

**Minutes of the September 16, 2021 Meeting**

Via Zoom

Present: Sheila Parks (Director), Liz Drury, Sherri Wilson, Kacy Westwood

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

The minutes of the July 14, 2021 meeting were approved.

Director’s Report:

* The Library is currently open its regular, full hours. All services are available.
	+ Use is close to “normal” ~ there is a steady stream of patrons
	+ We continue to get new patrons registering
	+ Museum pass use has increased
	+ We still offer curbside service. Currently only two people use it
* There now is a folder of procedures so that all staff can be consistent
* Programs
	+ Henry the Juggler went well. Around 30 people attended.
	+ StoryTime is being held outside at the Water Department through September. Then we will reassess how to proceed as the weather closes in.
	+ John Porcino’s program of ghost stories has been rescheduled to October 22 at 4 p.m. at the Visitors’ Center.
* The ARIS report was submitted; State Aid reports due October 1
* The Book Group continues to meet online every 4 to 6 weeks
* Trustees need to do a performance review of the Director; Director needs to do performance reviews on the rest of the staff. Sheila does CORI checks annually on all staff and volunteers
* A Reserve Fund transfer has been submitted for funds to provide raises offered to all other Town Hall staff. This will probably be on the next Special Town Meeting agenda. It amounts to $430.56 for the Director and $193.05 for other staff for the rest of the fiscal year.

Old Business:

* Hotspots are here. They may not be effective throughout the town, as they are on T-Mobile service which does not reach everywhere.
	+ The Trustees reviewed the proposed HotSpot policy. Sherri moved to approve; Liz seconded. Passed unanimously.
	+ Procedures can be situationally modified by the Director.
* Meeting with the Select Board
	+ Sheila requested the the library be provided with a panic button as are all other departments within the Town Hall. Select Board approved.
	+ The rest of the Town Hall gets custodial services. Sheila requested the same be provided to the Library. Cost for vacuuming would be about $25 per week. The Select Board indicated that it probably can come out of the town’s budget.

Meeting adjourned at 7:35 p.m.

Next Meeting TBA