Lanesborough Trustee Meeting Minutes

Lanesborough Public Library

April 29, 2021

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

Meeting was called to order at 6:07 pm.

The minutes for the March 25, 2021 and April 8, 2021 meetings were reviewed and accepted.

**Director’s Report:**

* The COVID-19 current library status remains unchanged with curbside pickup available. Printing services with 24 hour notice are being offered now with curbside pickup.
* The library’s local museum season passes are in the process of being switched to one time (daily) use paper passes. Currently the library possesses passes from Hancock Shaker Village, the Berkshire Museum and MassMOCA.
* Two virtual programs have been scheduled for May and June in an effort to expand programming. On May 20th, car care with AAA will be offered via Zoom and in June another AAA program will occur for parents of children getting their driver’s licenses.
* In May, new patrons of the library, or those in need of a new card, may obtain library cards online.
* The security camera that was purchased for the library records sound, which is not the library’s intent, so other cameras and options for the safety of the collection are being researched to determine the next course of action.
* Sheila recently completed the Basic Library Reference course making her a legal Library Director without a MLS degree. Chris will be out for the months of May and June, but story time will continue to be posted on the Youtube channel and Sheila will cover Chris’ shifts. Sheila will take vacation the last week of July and has coverage.

**Old Business:**

* It is assumed that there are no issues with the proposed library budget to be approved at Town meeting in June as Sheila has not been contacted with any concerns.
* At least one person has filed to be included on the ballot in June for the open Library Trustee position which will be left vacant when Diana’s term ends in June.
* The Collections policy, the Patron Code of Conduct and the Safe Child policies were reviewed, discussed and approved with revisions. All policies will be posted on the library website. Physical copies will reside in a binder at the library.
* It was brought to the attention of the Trustees that while the rest of Town Hall has a “panic button” at their disposal for emergencies, the library does not. Research and inquiries will begin to make a panic button available for library staff.

**New Business:**

* The timeline for reopening the library for browsing was discussed, particularly as it pertains to when Town Hall may open again to the public. Monitoring of data will continue and the topic will be revisited at the next meeting, which will be scheduled for next month.

Meeting adjourned at 7:30pm.

Respectfully submitted by Sherri Wilson, Trustee secretary