

# LIBRARY TRUSTEES' MEETING

April 7, 2020

## PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme, and Deb Hoadley. Kathleen Norton called the meeting to order at 5:31 PM.

## MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the meeting minutes for the public and non-public meetings for February 19, 2020.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

*Balances in the trustees' accounts are as follows:*

Checking Account (Salem Coop Bank)	\$ 51,235.74	
Certificate of Deposit (Salem Coop Bank)	\$ N/A	(\$11,027.50 –Feb 2020 balance)
Subtotal	\$51,235.74	
Brock Trust Fund Interest Acct (Salem Coop)	\$ N/A	(\$8,632.37- Feb 2020 balance)
Subtotal	\$N/A	
	<b>Total Trustee Funds</b>	<b>\$N/A</b>

## *Bills for Consideration*

There were no bills for consideration

The trustees reviewed the expenditure reports for January and February 2020.

There was a discussion on how to handle bills requiring credit card payments. Currently, the library is without its town issued Purchasing Card. Alison Baker, returned the Purchasing Card to town when she retired, because it was issued in her name.

## OLD BUSINESS

*The first order of Old Business was COVID-19 impact on library services*

The trustees made the decision to close the building and have staff work remotely. The Assistant Director reported on the transition to online services beginning March 17. Staff is responding to emails and issuing library cards remotely during the library's normal hours of operation. The Assistant Director is on site daily and in contact with Department Heads. Promotion of online services began in earnest as well as continued ordering of library materials.

# LIBRARY TRUSTEES' MEETING

April 7, 2020

*The second order of Old Business was transition to the new Director*

There was discussion and a decision for the new Director to postpone her start date at Kelley Library, hopefully, May 4th when the stay-at-home order ends.

## **NEW BUSINESS**

*The first order of Old Business was the nomination and election of officials, Chair, Vice Chair and Treasurer*  
Kate Norton was nominated for Chair by Cindy Jury and seconded by Martin Isaks. Cindy Jury was nominated for Vice Chair by Kate Norton and seconded by Martin Isaks. Martin Isaks was nominated for Treasurer by Cindy Jury and seconded by Kate Norton. Voting for all three positions was unanimous.

*The second order of Old Business was COVID-19 impact on May and June Library services*

The trustees discussed the need to provide library services safely for the public and staff. The stay-at-home order is in through May 4, 2020. The discussion included the need to open slowly in phases when it is safe to do so.

*The Third order of business was providing remote access for staff*

The Assistant Director reported some activities are currently handled remotely including email and projects. Currently, staff is unable to access their pcs or log into Polaris. The trustees supported the recommendation to purchase remote access software

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for March.

## **TRUSTEE MATTERS**

There were no Trustee Matters

## **PUBLIC MATTERS**

There were no Public Matters

## **DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting:

-Monday, May 4th at 5:30PM via Zoom

## **ADJOURNMENT**

The Trustees adjourned the meeting at 6:32 PM.