

# LIBRARY TRUSTEES' MEETING

July 20, 2020

## **PRESENT**

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme. Kathleen Norton called the meeting to order at 5:33 PM.

## **MINUTES**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the public meeting minutes for June 8, 2020. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the non-public meeting minutes for June 8, 2020.

## **TREASURER'S REPORT**

Ms. Ducharme reported the current balances of the Trustees' accounts. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the Treasurer's report

## **OLD BUSINESS**

*The first order of Old Business was curbside pickup and returns*

Ms. Ducharme reported the first month of curbside pickup went well. Customers are pleased and the process is running smoothly.

*The second order of Old Business was Salemfest*

Ms. Ducharme responded to the Salemfest committee that the library would not participate in Salemfest this year.

*The third order of Old Business was the childrens position*

Ms. Ducharme with 2 staff members interviewed candidates via Zoom. Finalists were asked to create and present a preschool story time via Zoom for Ms. Ducharme and the Head of User Services. The finalists were invited to the library for a social distancing final interview. Katelyn White was selected for the Childrens Assistant position.

*The fourth order of Old Business was Reopening to the public*

The trustees discussed at length the reopening plan presented by Ms. Ducharme. The plan incorporated guidelines from Salem's Health Officer, Brian Lockhart and Assistant Fire Chief, Jeff Emanuelson. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the reopening plan.

*The Fifth order of Old Business was the 2021 budget*

Ms. Ducharme reported that she is working on comparisons from previous years and creating projections to include costs for COVID-19 cleaning and quarantining expenses. She will bring the projected budget to the next meeting.

## **NEW BUSINESS**

There was no new business

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**DIRECTOR'S REPORT**

The Trustees reviewed the printed report for June

**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, August 17th at 5:30PM via Zoom

**ADJOURNMENT**

The Trustees adjourned the meeting at 6:40 PM.

DRAFT