

# WHITING LIBRARY BOARD OF TRUSTEES

## DRAFT Minutes — July 13, 2020

*Present:* Robert Nied, David Lord, Lyza Gardner, Ed Grossman, Colleen Garvey, Cathy Hasbrouck, Vanessa Heybyrne, trustees; Deirdre Doran, Library Director

### **CALL MEETING TO ORDER**

The meeting was called to order by Robert Nied, Chair, at 9:32AM on the Zoom platform.

### **WELCOME TRUSTEE CATHY HASBOROUCK TO THE BOARD**

Chair Robert Nied welcomed Cathy Hasbrouck as a newly-appointed Whiting Library Trustee.

### **APPROVE MINUTES OF JUNE 8TH MEETING**

Robert Nied said he appreciated Lyza Gardner's detailed minutes of the last meeting. A motion was made to accept the minutes of the June 8, 2020, meeting (David/Ed). Approved by all.

### **TREASURER'S REPORT**

Treasurer Ed Grossman reported that the Profit & Loss report looks stable. He appreciates that Library Director Deirdre Doran has been conservative about spending. Fines, copier use, book sale and other income are down somewhat, but not unexpectedly so. Two new line items appear on this month's Profit & Loss report: worker's compensation and liability insurance.

Lyza Gardner asked if these two items are from or affect the Library's budget; Ed Grossman clarified that they are Town expenses, not from the Library's own budget. He will follow up with Town to gain more clarity.

Ed Grossman said the budget looks "pretty sound so far." The money market account is stable, and the wealth management account shows a gain for 2020 after a low on March 23 (current balance: \$154,710).

### **Fundraising results to date**

Ed Grossman said that the June fundraiser donation amount to date is "good news." \$8,051 has been raised so far from 89 donors. He said there was a good diversity of donation amounts and donors, especially for such a difficult time. This "leaves us better than halfway [to the goal of \$18,000]."

Ed Grossman mentioned that there were quite a few donation letters returned by the post office as undeliverable. He said he wanted to work with Lyza Gardner to delete defunct addresses from the mailing list.

Robert Nied asked what obstacles prevented the merging of Town Grand List information into the Library's mailing list. Ed Grossman said the Grand List contains thousands of people, too many to scale to the Library's postal-mailing approach (for cost, e.g.).

Cathay Hasbrouck said that the Grand List contains a list of who pays taxes, but that list contains a lot of second-home owners and corporations. She suggested that the White Pages is a fairly accurate reference and updates addresses often.

### **DIRECTOR/YOUTH SERVICES REPORT**

Director Deirdre Doran said that June was a busy month at the Library, with a lot of focus doing things outside since people can't come into the building. The Pop-up Library on weekends has been successful and the book-sale aspect of it draws people to stop and look at books. A new WiFi extender has been purchased to increase outdoor coverage in the backyard of the Library, and Deirdre's father built a picnic table for the backyard. There are 30 children at present signed up for the summer reading program, which Deirdre Doran said was a "good turnout for where we're at." Front-porch pickup has kept Assistant Librarian Will Wilcox busy.

#### *Status of Reopening Plan/Project Reopening Date & Conditions*

A protective plexiglass shield for the Library's main circulation desk will be ready on July 21st. With that installed, Deirdre Doran says that the currently-proposed plan for moving to Phase II (appointment-only opening) should meet guidelines. The proposed plan has been amended such that only one group (up to four people) can be in the building at one time. Previously, the plan had allowed for two groups—one using the Children's area and one using the main Library stacks—but that felt challenging to manage with the single, shared circulation desk.

Ed Grossman suggested that perhaps the Library have a stock of masks that it could offer patrons if they lacked masks. Deirdre Doran said about half of the libraries in the state that are open currently offer masks. She hasn't yet researched where to obtain masks.

Robert Nied said that the Board's task is to approve the reopening plan, including the date. He asked how firm the proposed August 3rd date was, and to understand any possible roadblocks.

Deirdre Doran said that, infrastructure-wise, the Library was set. Things that are out of the Library staff's control include instructions from the governor, changes to the pandemic's

intensity, staff members getting sick. She said that in terms of “physical things and training,” the Library staff will have everything in place.

Robert Nied brought up the issue of contentious interactions resulting from mask policies. He asked Deirdre Doran about how a member of Library staff would handle a member of the public refusing to wear a mask inside the building.

The Board discussed the issue of requiring masks. Robert Nied said that he felt strongly that there needed to be a “very specific, pre-established” policy on handling mask-wearing conflict and that it was important that the Board make that clear. Colleen Garvey agreed.

The consensus was that the Library is able to offer its core public services—to provide books—in various ways, including front porch pickup, for members of the public who don’t refuse to wear a mask, but to enter the building, masks would be required. David Lord suggested that Library staff try to refrain from entering into discussion about the value of masks, just explain that it’s a requirement to enter the building, by policy.

Ed Grossman asked if there was hand sanitizer near the building entrance. Deirdre Doran said there was. Ed Grossman suggested placing a box of masks near the hand sanitizer. Colleen Garvey says that masks are not hard to find now; Robert Nied also voiced support for providing masks in this manner. Cathy Hasbrouck suggested a sign that says that front porch delivery is available, or you can wear a mask and come in.

Robert Neid asked if Deirdre Doran felt comfortable with the trustees voting to approve the proposed reopening plan, with the addition of the mask requirement.

Deirdre Doran said she was ready to proceed, noting that masks are already mentioned in the plan, and that staff are on board with that. She said that patrons had to make an appointment over the phone, and at that time, they would be apprised of the mask requirement.

Robert Nied mentioned that re-opening requires Board approval, but Deirdre Doran, as Director, has the discretion to close the Library at any time.

Cathy Hasbrouck asked if the Library safety plan was part of the Phase II reopening plan. Deirdre Doran said that the safety plan is already in effect, and applies to all phases of opening—it serves as background. Cathy Hasbrouck said that she’d like to see mention of the mask requirement for members of the public in the safety plan (the safety plan is primarily staff-focused). Deirdre Doran said that would be easy to add.

A motion was made to approve the reopening plan for Phase II with a date of August 3 (Colleen/Cathy). All approved.

Robert Nied will work with Deirdre Doran to craft a public announcement about the appointment-only re-opening.

## **NEW BUSINESS**

### *Additional changes to personnel policy language*

Ed Grossman conferred with Jill Muhr, HR Consultant with the Vermont League for Cities and Towns to address some ambiguity in the language of the Personnel Policy with respect to personal time off (PTO). It was determined that it is ideal to establish PTO grants and deadlines based on hire-date anniversaries instead of calendar year. There is also some update to the process for approval of time off.

A motion to accept the changes to the Personnel Policy pertaining to PTO was made (Colleen/Lyza). Approved by all present. Changes take effect immediately.

### *Status of donor thank you letters*

There are no outstanding thank-you letters to write. Ed Grossman has been writing thank-you letters for amounts under \$100; Robert Neid has been writing letters for larger amounts.

## **OLD BUSINESS**

### *Physical access to library- Policy for distribution of keys*

Deirdre Doran did some investigation and has identified the keys that are currently outstanding. Some former Board members still retain keys. Robert Nied said that this is not an issue for now, but that there should be some policy language about returning keys, in order to avoid a situation in which “anyone who’s ever had a key still has a key.” Robert Neid will put together some language, working with Deirdre Doran. He said that anyone who is actively volunteering and has reason to access the building outside of open hours is justified in having a key.

### *Discussion of conversion to electronic locks*

Robert Nied asked Ed Grossman if he remembered the quote for electronic-lock conversion. Ed Grossman said it was \$2250. The Board conceded that was out of reach for now.

Lyza Gardner said that she thought that electronic locks were the way to go in the long run.

Deirdre Doran mentioned that the front door is not currently up to fire code. She will pursue estimates for replacing or fixing it.

Ed Grossman asked if the Town is part of the effort to make sure the building is up to code.

Robert Nied said that the Town should be notified that we'd like to resolve it.

Deirdre said she did find a fire-inspection report and will attempt to locate it again to share with the Board.

Robert Nied said he'd bring it up with Julie Hance, Town Manager.

*Physical infrastructure report*

Robert Nied said he'd attempt to get some clarity around whose responsibility this is: a joint role between the Library and the Town? Or is the Town fully responsible? He mentioned that someone had contacted the Library offering to volunteer to create a database of this information.

Deirdre Doran said that it was part of her job description to do maintenance checks. Robert Nied asked if there was a schedule. Dierdre Doran said no—when you see something is wrong, then you try to follow up. Following a maintenance checklist would be within her job.

**PUBLIC COMMENT**

N/A

Ed Grossman mentioned that the Treasurer's Report and Director/Youth Services Report needed to be approved.

A motion was made to approve the Treasurer's Report (Lyza/Cathy). Approved by all present.

A motion was made to approve the Director/Youth Services Report (Ed/David). Approved by all present.

**ADJOURN**

There being no further business, a motion to adjourn was made (David/Colleen) and unanimously approved. The Board was adjourned at 10:44AM until the next meeting on August 10, 2020.

Respectfully Submitted,

Lyza Gardner, Secretary