

*****DRAFT*****

Worthen Library

Monthly Meeting – Board of Trustees

Tuesday, May 12, 2020

Meeting held via Zoom video conference

Attending:

Board members: Ken Kowalewitz, Liz Wirsing, Luke Tremble, Elissa Giroux, Melissa Hood

Members of public: Sandy Gregg

Library Director: Keagan Calkins

Call to order @ 6:01 PM

Preliminary Business

- **Review payment orders for approval:** Bills circulated electronically and all are asked to print out and sign the invoices and get back to Keagan. All are reviewed, approved and signed. Liz suggested electronic signatures. Keagan to check with Town Clerk. Sandy asked about Little Green Light, which is a Foundation expense. Paid by Library because Foundation does not have credit card.
- **Agenda adjustments:** Ken Kowalewitz (KK) asks if there are any adjustments to the agenda. There are none.
- **Review and accept the minutes from the previous monthly meeting:** The minutes from the April 14, 2020, meeting were brought for approval. MH motioned that the minutes be accepted. EG seconded the motion. Approved unanimously.
- **Public comments:** None.

Library Director's Report

Report submitted by Keagan Calkins (KC), reviewed by Board (see full report attached).

- Worthen Curbside has restarted 4 days a week.
- Almost finished processing kid's books and non-fiction cataloguing continues.
- New signage posted in picture book section.
- Working with South Hero Land Trust to post a story walk in South Hero.
- Listen Up Vermont usage almost doubled over same month last year, with largest increase in e-books.
- Physical loans significantly down from last year due to closure.

Phased Re-opening of the Library:

- **Phase one:** Curbside pickup and call in or email advice about books to borrow and is in place four days a week.

- Phase Two: Inter-library loans reinstated now that courier service has started up again with appropriate quarantine measures. Will be extending lending time to account for quarantine measures.
- Phase three: Extremely limited walk in service with no loitering and distanced computer usage. Kids toys, puzzles etc. will be packed away. Signage with rules for wiping down computers, wearing masks, and social distancing will be put in place. There will be a age 55+ hour 9-10 AM. This Phase will not start until after summer programming has begun. During this Phase, there will still only be virtual programming. Disinfectants, etc. are hard to get. Suggestions made to get disinfectants and also keyboard covers, perhaps check with janitorial services about bulk purchases. Questions raised about browsing, kids playing, people hanging out in Library. Keagan not considering going to this Phase too soon. Patrons grateful to get books again. Some people ask when they can get back in the building. Purchasing has increased for juvenile books, DCF books, etc.
- Phase four: A gradual transition to normal walk in service with less cleaning, but probably will not happen until there is a vaccine.
- Phase five: Full time programming in the Library resumes.

Question raised: what is occupancy of Library? Need to check on fire marshal permit.

May 15 the Governor's Stay at Home order expires. LW counsels that social distancing will be here to stay for a while. Library should do what it needs to for safety of both staff and patrons. Keagan will update website with information about Phased opening.

Old Business

Sign: Design Signs sent mock up of proposed signage in various places on building as well as samples of lettering materials. Three options for letters were shown, all of which are appropriate for outdoor installation. Ken will seek a donor to pay for signage including Monument sign, which is for all nine occupants of development. Monument signage will be the logo and Library name in color. Question raised: Should letters be mounted on a board or directly attached to the building? Feedback is that the look is better with individual letters mounted. Question raised about snow and birds which may interfere with sign on tower. Installation on tower requires getting onto roof. Deemed not serious concerns. Decisions made: Place lettering on tower; use black letters; and use one of the aluminum choices, preferably the heaviest one.

Development Committee Report: Group met April 23. Several #Giving Tuesday gifts have come in. Another meeting coming up. Ken and Kathleen have been having discussions with donors and each other to strategize what to do next.

New Business

Budget Update: Keagan discussed discrepancies between budget and actual. Fluctuations due to change in building being closed and revised services. Spending has slowed way down.

4th of July Parade: Will it happen? Was discussed briefly at Select Board, who will investigate whether or not it will happen.

Executive Session: The Board went into Executive Session at 7:03 pm and exited at 7:39pm.
Action - agreed on terms of Library Director contract from July 1, 2020 to June 30, 2021.

Meeting is adjourned at 7:39 pm

Next meeting: Tues., June 9, 2020 @ 6:00 pm