Alice M. Ward Memorial Library Board of Trustees
Agenda
February 5, 2020

I. Open Meeting:

II. Attendees:

III. Approval of Minutes from Previous Meeting:

IV. Additions/Deletions to Agenda:

V. General Public Comments:

VI. Building Maintenance/Concerns:

VII. Budget Review:

VIII. Policy/Bylaw Review:

IX. Library Activity:

X. Ongoing/Future Goals:

XI. Other Business:

XII. Adjournment:
Alice M. Ward Memorial Library Board of Trustees
Minutes
February 5, 2020

I. Open Meeting:
The 2/5/2020 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Katie Sawicki.

II. Attendees:
Katie Sawicki, Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:
A motion was made by Sharon and seconded by Shellie to approve the 2/5/2020 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
None

VI. Building Maintenance/Concerns:
Road agent was to stop and see Sharon regarding the ice ridge (berm) left at the ends of the sidewalk and ramp. Has not been in as of meeting time.

As exterior work and windows near completion a discussion was held about interior paint and floors. Will continue discussion and be looking at options.

See Library Director report for more building maintenance updates.

VII. Budget Review:
Reviewed. On target, no discussion.
2020 proposed budget and report have been submitted to the town for inclusion in the town report.
VIII. Policy/Bylaw Review:
A discussion was held regarding use of library for meetings. Information was reviewed from the Dept. of Libraries. Policy being developed.

IX. Library Activity:
See Librarian’s report.

X. Ongoing/Future Goals:
Cross border collaboration with the library in Coaticook, Quebec.
Moose Festival activities
Program with Connecticut River Conservation group

XI. Other Business:
Sharon is working an additional 5 hours a week.
A laptop will be purchased for the library director. Sharon will get input on what will best suit her needs.
There will be no Trustee Meeting in March. Trustees will attend Town Meeting on Monday, March 2, 2020.

XII. Adjournment:
A motion was made by Katie to adjourn the 02/05/2020 AWML Trustees meeting. Meeting adjourned at 6:45 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 4/1/2020.
I. Open Meeting:
The 03/25/2020 Alice M. Ward Memorial Library (AWML) Trustees emergency meeting was conducted via email.

II. Attendees:
Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Katie Sawicki, Sharon Ellingwood White

III. Approval of Minutes from Previous Meeting:
N/A

IV. Additions/Deletions to Agenda:
N/A

V. General Public Comments:
N/A

VI. Building Maintenance/Concerns:
N/A

VII. Budget Review:
N/A

VIII. Policy/Bylaw Review:
N/A

IX. Library Activity:
N/A

X. Ongoing/Future Goals:
N/A
XI. Other Business:
An emergency meeting was called to discuss how the library shall operate in response to Governor Scott's "stay at home" order due to the Coronavirus (COVID-19) virus pandemic. On 3/17/2020 it was already decided to close the library to public access. Trustees and the librarian discussed at length how the library shall proceed going forward to comply with the order and provide valuable services and resources to our community. The order states all workers shall work remotely when possible. While the librarian can perform many functions from home there are things that need to be done in the library as well. As this is uncharted territory for this board of trustee's advice was sought from the VT Dept. of Libraries (VTLIB). Based on discussion and the following statement from VTLIB a plan was formulated:
It is not my recommendation for libraries to be open during this time. I believe this is important to ensure the safety of patrons, staff, the board, and the community in navigating how to operate services while applying social distancing, avoiding specific demographic populations to avoid the spread of COVID-19, and eliminating in person services.

The following motion was made by Sharon Belleville:
Regarding the Governor's "Stay at home" order and the information provided by VTLIB regarding interpretation that in addition to the library building being closed to patrons the following will be instituted:

Per diem employee will not be used until such time the Stay at Home order is lifted.

Librarian and regular part time employee will continue to work their regular hours. Work that can be done from home will be. Only one staff member will work in the building at a time. Staff will disinfect work areas, rest room, touched surfaces such as light switches and doorknobs before exiting the building.

Trustees will revisit should it be necessary due to illness, staff wishing to reduce hours, or lack of sufficient duties to maintain hours if this becomes a drawn-out situation.

Motion passed by unanimous vote

The following motion was made by Sharon Belleville:
There will not be a trustee meeting in April 2020. If the situation is unchanged by the first of May, we will reach out to VTLIB for guidance on how to properly conduct library business in accordance with Open Meeting Law.

Motion passed by unanimous vote

XII. Adjournment:
Meeting adjourned at 3:30 pm.

Next Meeting: To be determined.
Alice M. Ward Memorial Library Board of Trustees
Agenda
May 6, 2020
ZOOM Meeting: for log in info call (802)266-7135

I. Open Meeting:

II. Attendees:

III. Approval of Minutes from Previous Meeting:

IV. Additions/Deletions to Agenda:

V. General Public Comments:

VI. Building Maintenance/Concerns:

VII. Budget Review:

VIII. Policy/Bylaw Review:

IX. Library Activity:

X. Ongoing/Future Goals:

XI. Other Business:

Process to resume limited service (curbside service)

XII. Adjournment:
Alice M. Ward Memorial Library Board of Trustees
Minutes
(Zoom Meeting)
May 6, 2020

I. Open Meeting:
The 05/06/2020 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:35 pm by Katie Sawicki.

II. Attendees:
Katie Sawicki, Nancy Petro, Sharon Belleville, Gana Carr, Shellie Bresnahan, Sharon Ellingwood White, Ron King

III. Approval of Minutes from Previous Meeting:
A motion was made by Sharon B and seconded by Nancy to approve the 05/06/2020 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:
None

V. General Public Comments:
Interested in discussion regarding curbside service.

VI. Building Maintenance/Concerns:
Quote received for plexiglass “sneeze guards” for the circulation desk and public computer tables.
Discussion held and a motion was made by Katie to approve the purchase and installation for a cost of up to $350. Shellie seconded the motion. Passed by unanimous vote.

A quote will be obtained for a door to the office. Currently there is no door and the curtain does not allow for audial privacy or locking/securing items/documents.

See Librarian’s report for more building items and details.

VII. Budget Review:
YTD budget reviewed. On or below target. Motion made by Shellie and seconded by Katie to approve the budget. Passed by unanimous vote.
VIII. Policy/Bylaw Review:
A policy regarding curbside checkout service was reviewed and discussed. More detail in “Other Business”.

IX. Library Activity:
While the doors may be locked there are good things happening at AWML. Using the website and FaceBook, Sharon has been sharing many resources to benefit the community.

E-mail and phones have been busy with patrons seeking resources and information.

WiFi has remained on so that people can park nearby and use WiFi devices.
Several hundred masks were sewn by volunteers and were distributed to healthcare and emergency services as well as to local essential workers, volunteers and vulnerable community members.

In person programs have been cancelled for the next few months. Programs that can be participated in remotely and with social distancing are being worked on, such as the summer reading program.

The “Canaan Victory Garden” is a collaborative project in the works with the UVM Extension, AWML, Canaan Naturally Connected and NEKCA-Canaan. The garden will be located alongside NEKCA on Gale St. The plot was first tilled last year. Any volunteers to prepare the spot will be welcomed. Current need is rototilling. Seeds for the project have been donated by High Mowing.

“Go Ask Alice” Book Club has been meeting by Zoom. It is working very well and all who have participated have genuinely enjoyed. Any are welcome to participate and can obtain the connection information from the library.

See Librarian’s report for additional information.

X. Ongoing/Future Goals:
Preparing the library to take the appropriate steps to phase back into being open to the public.

XI. Other Business:
Curbside service: The process and procedures for curbside service were discussed at length. A motion was made by Sharon B and seconded by Katie to approve library lending via curbside service. The motion was voted on and passed unanimously – start date contingent upon the library having adequate supply of all items necessary to assure this process to be safe for both staff and patrons. The start of these services will be announced in local and on social media. Pick up will be by appointment only. Drop off will be in the Book Drop only.

XII. Adjournment:
There being no further business to discuss, the meeting was adjourned by Katie at 6:59 pm.

Note: See the Librarian’s Report for further details.

Next meeting will occur by Zoom on June 3, 2020 at 5:30 pm.