



**Alice M. Ward Memorial Library Board of Trustees
Minutes**

June 3, 2020

- I. Open Meeting:**
The 06/03/2020 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:31 pm by Katie Sawicki.
- II. Attendees:**
Katie Sawicki, Nancy Petro, Sharon Belleville, 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 05/06/2020 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:**
See Librarian's report
- VII. Budget Review:**
Budget was reviewed and is within set budget expectations.
- VIII. Policy/Bylaw Review:**
Discussed steps toward reopening. Draft of phases in Librarian's report. Currently will stick with curbside pick-up and addition soon of faxing/copying/scanning with materials being handled by library staff- no patrons inside library. Adding outdoor programming for summer months (Victory Garden, Story Walk, Forest Bathing)
- IX. Library Activity:**
See Librarian's report for additional information.
- X. Ongoing/Future Goals:**

Continue to provide library services to community as we work toward returning to full services and programming.

XI. Other Business:

Regarding reopening the building: Using the "Occupancy load" formulas the library can have a maximum of 10 people in the building (entire building, both floors). Those ten people must maintain 6 feet of social distance, all directions. With the library configuration that is not very feasible. Based on this the trustees decided to the time being to stick with curbside services and look to addition of curbside faxing/copying/scanning and a future possibility of library laptops for use on the porch or in the yard.

Based on occupancy restrictions as stated above, there will be no meetings inside the building of trustees or otherwise. Occupancy is limited to regular library staff, and when more than one person occupies a room, they must be all wearing masks and maintain social distancing. The Historical Society director may enter and go to the historical society for the purpose of checking and responding to mail and emails, maintaining social media and assuring the museum (2nd floor) of the building is secure (e.g. no leaks or visible issues).

All who enter must complete the health screening and record the results as per the State of Vermont guidelines upon entry each day they enter. This includes any contractor's doing work in the building. All must use hand sanitizer and wipe down touched surfaces with disinfectant (such as keyboards, doorknobs, sink/toilet handles, etc.). This is each occupant's responsibility.

At this time there will be no congregating on the front porch as it is not wide enough to maintain social distancing. The porch is to be used for curbside pick-up services and access to the book drop only.

A grant was written/applied for with Vermont Humanities (Vermont COVID-19 Cultural Relief Grant 2020). As AWML is a municipal library a 501c3 fiscal sponsor was needed. The Historical Society was first approached to request fiscal sponsorship as they have the 501c3 designation, and the possibility of sharing funds was discussed. The Historical Society did not meet the budget requirements to become a fiscal agent. The fiscal agent had to have a DUNs# which the Historical Society does not have. Canaan Naturally Connected did meet the requirements for fiscal sponsorship and agreed to sponsor. Sharon W. wrote the grant which was submitted to Vermont Humanities. CNC submitted the Fiscal Agent form. The grant was awarded to the library in the amount of \$5000 and is to be used for humanities programming. As AWML originally approached the Historical Society as a sponsor and discussed that the grant if obtained could be shared for the purpose of genealogy programming a trustee discussion concluded that part of the monies would be allotted to purchase of a new computer to be placed in the Historical Society office and that the genealogy program would be shared with them (as the Historical Society is located on the second floor of the library building and we share internet service). The computer purchase and genealogy subscription purchases will be completed by the library as the grantee is responsible for maintaining records of expenditures and use of the grant for reporting purposes.

*Historical society will be responsible for choosing a computer that fits their needs and providing the information to the library trustees for approval as per large expenditure policy. The computer will become property of the Historical Society when received.

Adjournment:

A motion was made by Shellie and seconded by Nancy to adjourn. Unanimously approved. Meeting adjourned at 7:16 pm.

Note: Librarian's Report contains details not rewritten in the minutes.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on July 1, 2020.