

Pierson Library Board of Trustees Minutes
April 16, 2020 7pm.
Conference Call

Attendees (all via conference call)

Kevin Unrath (director)

Trustees: Lisa Merrill, John Boscia, Charlotte Albers, Jane Ribolini, Alex Nalbach, Becky Jewett, Cate Cross, Eliza Brooks (student member)

1. Call to Order 7:03pm

2. Approval of Agenda – John moved to approve agenda, Alex seconded; the board voted all in favor.

3. Public Comment – none.

4. Approval of Minutes from March 30th, 2020 – Due to the departure of board members Ruth Hagerman, Barb Comeau, and Laureen Mathon, only three Trustees were present from the last meeting. John moved to approve minutes of March 30th, 2020, Alex seconded, the board voted all in favor.

5. New Member Welcome – Lisa welcomed new board members who were all approved by the Selectboard on April 14th – Alex Nalbach, Becky Jewett, and Cate Cross. Introductions were made, including student member Eliza Brooks who was present.

6. Housekeeping – The regular meeting time of third Thursdays was discussed; all agreed to keep the schedule.

Lisa and Kevin are looking at scheduling a training date in early May for new Trustees and anyone else who is interested. Kevin will reach out to Lara Keenan who was formerly Director of Pierson Library and is now a consultant to the Vermont Department of Libraries. In her role as consultant Lara works with public library trustees and directors to help train on essential duties, law of public libraries and other issues. Lisa will send out an email poll to find a date for meeting, ideally one two-hour session. Student member Eliza isn't required to attend the training but is welcome to join.

An information packet for new Trustees will come when the library reopens. Copies of the Trustee Bylaws, tasks, and calendar are available as shared Google documents.

7. Election of Officers – Chair, Treasurer, and Secretary positions are open. Lisa agreed to continue in the role of Chair. Alex volunteered to be Treasurer, Charlotte volunteered to be Secretary. Kevin will connect Alex with Barb Comeau (former Treasurer) who can give him an

orientation; Lisa can also help. Becky made a motion to approve officers, Jane seconded; the board voted all in favor.

Kevin will update the Trustee roster on the library website; Lisa will update the Trustee term information.

8. Director's Report – Kevin reports a significant increase in OverDrive and Freeding e-book usage, up 50 percent from last month. Library has added free resources to its website and promotes through e-newsletter and Front Porch Forum. Staff have been working to stay connected to patrons through recorded and live programs and discussion groups. Staff have been calling the top 400 patrons to let them know about e-resources and have a plan to call seniors to help with online usage. Tuesday night book group is on Zoom.

Alex suggests using Front Porch Forum more to promote events. Kevin agrees and will also remind everyone of the free WiFi high speed internet connection in the parking area of the library. Alex asked about expanding WiFi range; Kevin says the Town owns the historic building housing Jamie Two Coats toy store (formerly Pierson Library) and there may be a way for the Town to work on expanding the high speed internet to cover this area of the Town Green which lies directly across from Town Hall and the new library. He will check with Town on this.

Eliza asked if a letter to young patrons could go out to keep in touch, asking where do you like to read. Kate suggests starting an initiative for kids to bring drawings from home to put into the book drop and have staff put up in the windows.

Kevin sent a reduction in force proposal to the Town and has looked into ways to save about \$12,500 from technology, building expenses, and programs from the library's 2019 and 2020 budgets however Town Manager Lee Krohn says the Town is not ready to consider budget cuts at this time. Kevin continues to advocate to the Selectboard that libraries are essential in an economic downturn.

When library reopens it will be important to make it a safe haven. Kevin shared a draft titled "Pierson Library: Re-Opening Safely During Covid-19" which outlines changes staff will make including moving the adult section temporarily to the second floor, reviewing kids programs, using meeting rooms and Town Hall for gatherings allowing for mandatory social distancing; safe handling of materials, supplies of personal protective equipment and sanitizer. He hopes curbside pickup can start up again and thinks a limited opening is likely in the near future.

Kevin says he has enough supplies to open and last for several weeks. Cate and Charlotte have connections with local suppliers – Stonecutter Spirits and Tata Harper Skincare – who are making high grade sanitizer for public use. Both will follow up with Kevin. Jane suggests letting seniors use the building for a limited time to minimize exposure to the public; all agree this would be a good idea.

If Gov. Scott announces an early opening of the Pierson Library, Lisa and Kevin will call an emergency meeting of Trustees.

9. **Next meeting is May 21, 2020 at 7pm.** On the agenda will be amending policy for room rental, John volunteered to review. Other annual tasks to allocate will be Kevin's annual review which is due in early July.

10. John moved to adjourn the meeting at 8:20pm, Jane seconded; the board voted in favor.

Meeting by Conference Call:

Topic: Pierson Library's Personal Meeting Room

Start Time : Apr 16, 2020 06:58 PM

Meeting Recording:

https://zoom.us/rec/share/6PZ_MoDf1G9JW43fwXHjRJURNdzfT6a81nAX_aYNmEmug6BmnQq_ayrWwsaT3hfwV

Access Password: r9+!RO%f