|  |  |  |
| --- | --- | --- |
| Chesley Memorial Library Trustee Meeting  FINAL Minutes February 12, 2021 9:00  Those attending Margaret Walker (MW), Gale Tobbe (GT), Donna Bunker (DB), Pat Vaillancourt (PV)  Irene Kreider and Betty Smith joined the meeting at 9:13 |  |  |
| Topic | **Discussion** | Action |
| Meeting was called to order 9:02. | Since there were only 2 Trustees present, Margaret stepped into the Trustee role until Betty arrived with Irene at 9:13. | MW stepped down at 9:13.  BAS arrived.  IK arrived. |
|  |  |  |
| Minutes | On the January Minutes, our May meeting should be noted as occurring on May 14. | Motion to accept MW/ GT, Motion carried 3-0. |
|  |  |  |
| Treasurer’s Report |  | Reviewed and discussed. |
|  |  |  |
| Director’s Report |  | Reviewed and discussed. |
|  |  |  |
| Expenditure Report |  | This is difficult to work with considering a budget has not been approved. Town Hall has asked that we purchase only what we need. |
|  |  |  |
| Requisitions / Purchase Orders |  | DB has many that need approval signatures. |
|  |  |  |
| Old Business |  |  |
|  |  |  |
| Book Carts |  | We have 11 here and are due 5 more. |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Front Door | The repair did not work as water still came in during the recent storms. GT called the carpenter to come look at it, but he felt it has been too cold and the ground is frozen. | We need to wait for warmer weather. |
|  |  |  |
| Grano Children’s Initiative |  | We discussed doing some programs virtually until we can do outside programs. Maybe another story walk? |
|  |  |  |
| Holiday Schedule |  | DB distributed the updated schedule and explained that it was said at a Dept Head meeting that library staff was being paid for not working. This is not true. |
|  |  |  |
| Inclement Weather |  | Staff has been doing library shoveling as the Town’s shoveler does not come to do it. DB is following up on why that is. |
|  |  |  |
| Library Policy | PV left the meeting after an internet glitch. MW took over taking Minutes. | We need to set a date. DB has a staff member adding updates. DB will send us the most updated version to review. |

|  |  |  |
| --- | --- | --- |
| Phased Reopening |  | We said we would discuss this at every meeting.  DB stated patron numbers for curbside are down after 4pm.  DB discussed the possibility of moving to a modified Phase 5 that allows limited patrons (10) to include appointments with restrictions.  GT asked DB if library staff feel safe, DB said yes. Bob Young stated at last meeting that community numbers improving.  DB will modify Phase 5 guidelines and possibly change to Phase 5 on  2/22/21.  BAS left 9:15 am  MW covered PV, IK covered BAS  PV returned 10:00. |
|  |  |  |
|  |  |  |
| Project Status Update (furnace) |  | Heat--DB states they are comfortable with thermostat modifications downstairs. DB and GT discussed wireless heating zones to correct the zone issues. GT stated we should get a quote for the cost of wireless. |
|  |  |  |
| New Business |  |  |
|  |  |  |
| Accruals |  | DB explained an employee still has issues with her accruals. DB has referred her to Walter, Town Admin. |
|  |  |  |
| Book Store / Sale |  | Discussed the idea of putting books outside on a nice day and asking for donations. |

|  |  |  |
| --- | --- | --- |
| First Amendment Audits |  | These are being done all over the country. DB said her staff is working on the auditor’s requests. |
|  |  |  |
| Library Blueprint |  | Mr. Grano has sent email to Hal Kreider and DB requesting a copy of the library blueprints. |
|  |  |  |
| Lunch |  | Leave the lunch schedule as is. Employees can waive their lunch break. |
|  |  |  |
| Phone Message |  | Leave the phone messages as is. |
|  |  |  |
| Staffing |  | DB is anticipating being short staffed in the future. Do not forget to use Trustees as volunteers. |
|  |  |  |
| Weekly Reports |  | Reviewed and discussed. DB should not do a report for a week when she has nothing to report. |
|  |  |  |
| Winter Activity / Reading Challenge |  | This is going on right now. |
|  |  |  |
| Other Business |  |  |
|  |  |  |
| Next meeting  March 12 at 9:00  Meeting adjourned 10:50.  Respectfully submitted,  Patricia R. Vaillancourt  Recording Secretary |  |  |