FINAL

Chesley Memorial Library Trustee Meeting

06/12/2020 Meeting was held in the CML Parking Lot

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), Donna Bunker (DB), Margaret Walker (MW), and Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
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| Meeting was called to order at 10:29 am |  |  |
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| Minutes of 05/08/2020 |  | Motion to accept BAS/GT Motion carried 3-0 |
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| Minutes of 06/02/2020 Work Session | DB has spoken with Bob Young, the Town’s Emergency Management Officer about how to best communicate a Phased Reopening. It was suggested that we post a notice on our sign as one way of communicating that we are taking steps to reopen. Stay tuned. | Motion to accept BAS/GT Motion carried 3-0 |
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| Treasurer’s Report |  | Reviewed and Discussed |
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| Director’s Report |  | DB estimates we have 180-200 books which have been checked out but not returned.  |
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| Expenditure Report |  | No copies are available due to printer issues.  |
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| Requisitions / Purchase orders |  | Requisitions were distributed for signatures. No Purchase orders to review at this time. |
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| Old Business |  |  |
| Attorney |  | Our phased plans have been submitted to Bob Young, the Town Administrator, and the attorney, requesting the attorney’s review. We have questions such as---can we require masks? It was decided that we will post that wearing a mask is strongly recommended on our sign. Can taking temperatures be voluntary? Can we close our bathroom to all but staff?  |
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| Audit |  | The auditor is collecting material now and will begin the audit next week. .  |
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| Memo of Understanding |  | Not discussed when a Trustee was present.at a selectman’s meeting.  |
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| Phased reopening |  | We are taking our guidance from the Governor’s office publications. Curbside library service, which we are planning for now, is in Phase 4. DB is working on a draft of a plan. |
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| Project Status Update |  | BAS is following up with Selectman Beth Boudreau from the Facilities Committee for updates.  |
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| New Business  |  |  |
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| Air Conditioner |  | All agreed we need this fixed. We cannot wait for a new one. Staff will be coming in next week and the temperature is not good for people or computers. Motion made GT/BAS to pursue someone to fix the AC. Motion carried 3-0. |
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| Ann Kelly |  | We will order 2 new books on the subject of nursing in memory of Ann, One will be from CML and the other from the Harvey Lake Woman’s’ club. |
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| Bill Payment / Vacation |  | DB is planning a 2 week vacation in July, dates not confirmed. After a lengthy discussion about the need to have cross training, it was decided that GT will do timesheets and BAS will coordinate paying bills while DB is away. To pay bills, we need another ADS log in. DB will talk to John.  |
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| Cy Pres Petition / Trust Funds |  |  |
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| Facilities Warrant Article 2019 |  | We should send information on any projects we have estimates for to the Facilities Committee to pursue. |
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| Girl Scout Request |  | The Girl Scouts requested that we put a flyer regarding scouting in our newsletter. We decided we would not allow private organizations to put this in our newsletter.  |
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| Trustee Web Site Statement |  | DB will do a draft for our comment.  |
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| Vacancy Notice Request |  | Yes, we will note the opening for a Selectman on our website and newsletter, but not our sign out front. |
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| Other Business Next Meeting 07/10/2020Meeting adjourned 11:40Respectfully SubmittedPatricia R. VaillancourtRecording Secretary |  |  |