

Appleton Library Board of Directors meeting

Held via Zoom

May 20, 2020

Attendees: Margaret Wilson (chair), Tina Casteris (minutes), Patti Chapman, Diane Schivera, Jessica Whitworth, Danielle Gould, Julie Sells

Meeting called to order at 7:09

I. Minutes from February Meeting

Margaret moved to approve Feb minutes, Diane seconded. February minutes were approved.

II. Treasurer's Report

Investments are down, income is a little behind due to not collecting fees, but investments seem to be coming back.

III. Coordinator's Report

Julie is working with MSL to acquire PPE. MS Office is expiring; she is looking into options. Summer reading program planning is underway. Fire chief inspected our fire extinguishers and provided smoke detectors.

IV. Action Between Meetings

1. Town Report – Margaret submitted our report for the town annual report. Town meeting will be a ballot vote July 14th, report should be out before then.

2. Met with Julie about Strategic Planning – Our goals will be published in the town report, we hope to formulate objectives to meet those overarching goals. Julie will work with staff to see what they want to focus on, and see what other institutions are doing for example for delivery services for homebound patrons.

3. Mowing has started – still looking for some volunteers

V. Old Business

1. Coordinator Evaluations on hold. We discussed whether it could be done over email, and we decided to wait.
2. Action Form-second reading (Patti?) (This was covered in the last meeting).

VI. New Business

1. Plan for staged opening due to Covid-19

We have received information from MSL about considerations for reopening, and recommendations for staged reopening. Recommendations are changing and being revised, final version from MSL will be out tomorrow.

Phase I – curbside pickup for patrons, Julie would receive phone or email requests for materials, collect items and put them out for people to pick up. Detailed logistics need to be worked out. Julie could be available at set time periods for people to pick up their materials, including one evening slot. We agreed to start this on Monday June 1.

Based on our square footage, five patrons in addition to staff can be in the library at a time, at an appropriate distance and wearing masks. Gloves are under discussion. We will wait for MSL to provide more guidance and more information about what PPE they can provide.

VIII. Items for June 17 Meeting

1. Volunteer Appreciation
2. Annual Appeal Letter
3. Idea for fundraiser-Yarn/Fiber Donation Sale in fall
4. Phase 2 reopening.

Motion to adjourn at 7:53, meeting adjourned.