

Minutes for Board of Trustees Meeting

November 17, 2021 5:30 pm

Attendees: Margaret Wilson (chair), Tina Casteris (minutes, attended via Zoom), Peter Conant, Ellen Taylor, Patti Chapman, Diane Schivera, Trudy Scee (coordinator, attended via Zoom), Marci Blakely (select board member).

Meeting called to order at 5:32

I. Minutes from October Meeting

Margaret moved to approve the minutes, Peter seconded, minutes from the October meeting were approved

II. Treasurer's Report

We took in \$571 from the bake sale at the polls, and another close to \$500 from the yard sale. Book sales are up this year.

III. Coordinator's Report

Book club meeting is scheduled for Dec. 4th, right after the staff meeting scheduled for the same day. Theme is Banned Books. COVID art project exhibit will go up this week. Trudy is communicating via FaceBook and newsletter. The Board was very approving of the new shelving system that Trudy has set up.

IV. Action Between Meetings

1. Heating Adjustments - Ben Larner has adjusted the system. Everyone needs to know not to touch the thermostat. Trudy has a space heater now. If we use the meeting room we should turn it up a half hour before (but we're not really using it right now).

V. Old Business

1. Volunteer for Budget Committee - Patti, Margaret, and Ellen will form the committee this year.
2. Lights - A light for the parking lot was found so we have two now which operate on a switch, but shut off by a timer after the switch is turned off. Peter and Stan are working on the third to be light sensitive to stay on during the night. Marci will double check the town sign ordinance.
3. Review of ILL policy - failure to return ILL books will result in a loss of privilege.
4. Late fees - We had said we would reinstate late fees, need to make an announcement. Will be reinstated as of Jan 1.
5. Serving Homebound Patrons - Actions still outstanding.

VI. New Business

1. Number of volunteers per shift - if volunteers are okay with it, it is okay with us. Make a list of volunteers who are willing to be on call? Trudy will ask at the Staff meeting.

2. Programming - opening discussion about bringing back in person programming. Would we require proof of vaccination? Some workplaces are saying those not vaccinated would be required to wear an N95 mask. Ellen knows a speaker that might be good who can speak on a banned book. Marci knows the guy who works with the dog training program in the prison. We used to have Third Thursday talks. Should see what other libraries are doing regarding covid, Trudy will check if MSL has any recommendations.
3. Advertising Town Business - town has asked us to send out info about town business to our email list, e.g., upcoming referendum. We don't feel it's appropriate to use our lists to send out non-library business. We decided to create a section of the newsletter about Appleton Community News? But the newsletter won't be ready in time for the referendum vote so this would be for the future. The town is welcome to use our bulletin board as well.
4. Wish List - create one on letterhead for donations, Stan has a long list. We had done this at Christmas to have people provide items or money, do this again?

VII. Items for next Meeting December 15, 5:30 pm

1. Guideline for in-person meetings
2. January speaker
3. List of on-call volunteers
4. Replacement volunteer coordinator - Trudy will do for now?
5. Open board positions

Meeting adjourned at 6:41