

Appleton Library Board of Directors meeting

Held via Zoom June 17, 2020

Attendees: Chair Margaret Wilson; Tina Casteris (minutes), Patti Chapman, Danielle Gould, Jessica Whitworth, Diane Schivera

Meeting called to order at 7:04

I. Minutes from May Meeting

Margaret moved to approve the May minutes, Patti, seconded, the May minutes were approved, the following changes to be incorporated: add "Via Zoom" and attendee list.

II. Treasurer's Report

Investments have gone down somewhat in the last few months but overall there have been gains. Cash flow is an issue with no revenue coming in, we aren't getting room fees, late fees, or bake sale income. It's unclear if we can hold an in person bake sale at the 7/14 polling place. Danielle will check whether we can hold a bake sale or put out a donation jar. We should delay ordering books or coordinate purchases when we get the money from the town which can't be requested until after July 1 (beginning of the town's fiscal year). Patti will transfer money from the building fund for now until we can get the money from the town.

III. Coordinator's Report

Julie submitted her report for our review. Curbside pickup is going well. Software for the reading program is time consuming to set up but will be helpful for the reading program when it is ready. She's considering holding a staff meeting, perhaps by Zoom.

IV. Action Between Meetings

Curbside pickup started, no other actions.

V. Old Business

1. Re-opening

There is interest in cautiously reopening the library to the community, although we would not be able to allow people to gather. Given the demands on Julie's time we probably couldn't reopen until July 15th at the earliest. Smaller libraries in Maine haven't been reopening yet that we are aware, just some of the larger ones. Questions to resolve: the sale table, would we want that to be active. We would have to ask people to only touch what they are planning on buying. What would the hours be? How many volunteers

would we need at a time? How will we define sterilization procedures? Would we limit the number of patrons allowed in at a time and/or the number of minutes people can stay? See if Julie can hold a staff meeting at the beginning of July to assess the interest and willingness among the staff. Need to purchase PPE (masks and gloves) and have a plexiglass divider installed, MSL will be offering grants but they're not providing anything up front. Camden Chamber of Commerce has some PPE for sale? Masks would be required by patrons and staff which is covered by our code of conduct, respect for others. We recommend opening cautiously with the advice of the staff.

2. Volunteer Appreciation Event - still on hold for now.

3. Mowing and Landscaping

Still need help with the mowing. Need someone to organize a sign-up for this. Julie to ask among the staff at the meeting.

VI. New Business

1. Annual Appeal Letter

When to send? Before the end of the year but before the holidays, September makes sense. Margaret, Tina, and Diane to draft a letter before the next meeting. Should include the revenue stream issues we are having due to Covid-19.

Can we use bulk mailing through the Union Chamber of Commerce? Jessica will give them a call to find out.

Labels for every Appleton taxpayer were printed by the town office last time, there might be a fee. Danielle will check with Pam.

VII. Items for next Meeting

1. Appeal Letter draft
2. Status of reopening

Motion to adjourn at 7:48, meeting adjourned.