

Appleton Library Board of Directors meeting

Held via Zoom July 15, 2020

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

Meeting called to order at 7:02

#### I. Minutes from June Meeting

Margaret moved to approve the minutes, Tina seconded. Minutes from the June meeting were approved.

#### II. Treasurer's Report

Town funds were requested. Not much has changed from last meeting.

#### III. Coordinator's Report

Julie held a staff meeting about reopening, covered below.

#### IV. Action Between Meetings

Margaret, Tina, and Patti met to go over the budget.

There is a group of volunteers covering the mowing.

#### V. Old Business

##### 1. Re-opening

a. Options on the table (Julie and Margaret) We were looking at a phased reopening starting at the end of July. About 4 or 5 people expressed willingness to work a shift.

b. Staff feedback (Julie) At the staff meeting concerns were expressed about reopening, including concerns with touching books especially for kids, and cautions that would need to be put in place. The staff discussed adding an extra day at curbside, public computer terminal that could be scheduled for use during curbside hours, ability for same day turnaround on curbside. The board feels it is doable to open one or two days a week with all the precautions, and it is important to move forward for

the good of the community and stay safe. We would still keep curbside as an option. Peter is willing to put up a plexiglass barrier at the desk.

Since we will require two staff members to be present, we thought the second person could help with sanitizing, speaking to people about wearing a mask, opening the doors. We discussed whether we would keep the bathrooms open to the public, probably best to close them to the public, we can still use the sink in the children's area or the kitchen for hand washing.

Book table - should be available since we need the money. Ask people to not touch books they are not going to buy, if they do then put them aside for quarantine. We decided to put the book table in the meeting room so they can be more spread out, and we can ensure appropriate distancing for people going in and out.

Computers would only be available at open hours (not in the meeting room). We should purchase plastic covers for the keyboards, other libraries have used dish covers for this.

We should write up procedures for staff about sanitizing, as well as information for the public about what is expected of them.

We will try and target Aug. 1 for opening hours will be 10-1. Julie will see if we can get everything in place, also okay if we go to Aug. 8.

## 2. Fundraiser-Appeal Letter

a. Draft Letter (Margaret and Tina) Check for mention of the copier being free? Repeat at the end that we are asking for money. Make it more celebratory that it is our ten year anniversary. Question about the length, should remove some of the detail from each paragraph. It will be personally signed by each of us. Include a return envelope. Patti will look into whether people can donate online.

b. Labels - Danielle has the information and can get the labels printed soon. Thanks Danielle!

c. Bulk Mailing - Jessica is waiting to hear back from Union C of C to see if we can get their bulk mailing discount.

d. Timeline - Targeting late September to send it out.

### 3. Returnable Bottle Drive

a. Set-up - People can just leave them by the shed, and Margaret can take them to Burketville for redemption.

b. Advertising - Would like to have a sign next to the shed. Julie has posted it on Facebook, regular sign is being updated.

### 4. Other fundraisers

a. Possible Plant Sale - Zoe Beckett is willing to hold a plant sale, local gardeners would divide their plants for sale. We will do some advertising.

b. Fiber Sale in Fall - Penelope is willing to help organize getting yarn donations, would be for later on in the fall.

### VI. New Business

None at this time.

### VII. Items for next Meeting August 19

Update on reopening

Plant sale plans

Finalize appeal letter.

Other fundraisers?

Motion to adjourn at 8:13, meeting adjourned.