

Brown Public Library Board of Trustees

Minutes - 9/15/20

Present: Maryann Beaupre (President/Chair), Cyndy Bushey (Vice President), John Stevens (Treasurer), Tossy Garrett (Secretary taking minutes), Dale Kunkel (MAL), Sherri Brickey (Director), Rebecca Pearish (Youth Librarian). Absent: Kelli Anne Sutton-Bosley (MAL), Gail Hall (MAL).

5:02- Meeting called to order by Maryann.

5:03- Approval of Agenda: John requested that we discuss the annual appeal letter; it will be added under New Business.

5:05- Approval of Previous Minutes. No discussion or questions. John moved to accept the July minutes, Dale seconded; voted & moved.

5:06- Treasurer's report. Finances are doing ok- some expenses are down such as sewer and electric, while income from copying and fine collection is also down. The selectboard asked if we were paying employees who aren't working (as the town is)- we are only paying employees who are working. Investments are doing well compared to last year. John mentioned he would like to have an assistant treasurer to look over his work and learn the role. It should be somebody familiar with Quickbooks- no one immediately volunteered. Cyndy moved to accept the Treasurer's Report, Dale seconded; voted & moved.

5:10- Librarian's Report. August was a busy month, we have 10 new patrons and had 66 in-library visits during the sign-up slots. There were still lots of curbside pickups and over 1000 checkouts- people seem to enjoy the service and flexibility of the pickups. Sherri finished the big inventory project of all the library materials. We didn't have too many missing books and replaced those that needed replacing. Rebecca (for Youth Library Report): August brought the end of summer reading program, the final day storrywalk and prize giveaway was fun and busy. There was also a teen painting workshop which was well-attended based on past teen events. The virtual comic book workshop didn't get many participants, but was fun for those who came. In-person storytimes have been going well, and Rebecca plans on continuing them outside into the Fall, and Winter if possible. Rebecca is also planning a Halloween scavenger hunt around town.

5:20- Old Business

- 1) COVID-19 DISCUSSION:** Sherri reported that we aren't filling all of our appointments for in-person visits, and thinks the half-hour time slot is good; she recommended no changes.

5:25- New Business:

- 1) Setting up guidelines for Fall/Winter (sickness):** If an employee calls out sick, Sherri would like the protocol to be that they get their doctor's decision on whether they should get tested for COVID. Cyndy wondered what the protocol is for workers coming in sick- this is forbidden. We discussed the waiting time needed after an employee has been sick until they can return to work; it will just be on a case by case basis. As a guideline, we will follow the schools' rule of 24 hours without a fever. Sherri hasn't been taking employees' temperatures, but will start to do that.
- 2) Annual Appeal Letter:** Its time to write it, as the letter usually goes out in November. John wondered if we're going to use the same service in Barre as last year for printing mailing labels again. Gail was working on revising our list and putting together a printable mailing list so we can print our own labels, but Sherri thought she still has a ways to go. Tossy thought she could volunteer a couple hours a week to try to get this done if needed. Tossy

will write a draft for the Annual Appeal letter by the October meeting, Sherri will email her some good stats to include in the letter.

- 3) **Other business:** John mentioned that our building fund is high enough that we could do some work on the inside of the library: the woodwork is banged up and could use refinishing, walls & ceilings need painting, some carpet sections might need replacing.

5:45- Public Comment: Rebecca mentioned that Maryann's granddaughter Anastasia has been very helpful during August storytimes, and wanted to recognize and thank her.

5:46- Executive Session: not needed.

5:46 - Tossy moved to adjourn the meeting, Cyndy seconded; voted & moved. Meeting adjourned.