

# Minutes of Quechee Library Trustees' Meeting

## May 11, 2020

Attending: Tommy Bauch (President), Brian Chaboyer (secretary), Bill Eastwood (Trustee) Dave Izzo (Treasurer), Katie McCarthy (Trustee), Kate Schaal (Library Director), Jim Schmidt (Trustee), Merrilyn Tatarczuch-Koff (Vice-president)

In accordance with the temporary amendments to the Open Meeting Law, the Meeting was held virtually, using Zoom. Public were provided access to the meeting either electronically, or by telephone.

Minutes of the April 13, 2020 meeting were approved.

Dave presented a written treasurer's report. Expenses are in line with our budget and we are currently in good financial shape. One new expense last month were for the legal fees paid to Tarrant, Gillies, Richardson & Shems. Long term, there may be a concern, if the town delays or cuts back on our appropriation. Since we have not lost any revenue yet, we have not applied for any grants which are available for COVID-19 relief. **The report was accepted.**

Kate Schaal presented her written report. **The report was accepted**, with a discussion of a number of issues:

1. Curbside pickup has seen consistent use and people using the service are very thankful that it is being provided. Filling the curbside pickup orders is taking up lots of staff time, and it is difficult to keep up with shelving returned books that out of quarantine.
2. Many thanks to Rick Stamm, who built excellent plexiglass screens for the circulation desk.
3. Thanks to Silo distillery, and to Dave who picked it up, we now have 5 gallons of hand sanitizer. This will be put into smaller bottles and distributed around the library. When the library re-opens, we will require patrons to use hand sanitizer.
4. Re-opening date is not set yet. When we do re-open, we will need to enforce a limit on the number of patrons. The back door will be locked, and when library reaches capacity, a sign will be placed on the front door. Kate will also explore the use of an on-line scheduling tool, like Calendly which would allow patrons to reserve a specific time to visit the library. Exact limit on the number of people in the library has not been determined, but there will be a maximum of one family with children in the library, and no unsupervised children younger than 14 will be allowed. We will adjust our regulations as needed, and take things slowly when we reopen.
5. Initially, we will not have volunteers at the circulation desk. We will have to cut back on hours to accommodate staff schedules. We may close for 30 minutes to an hour in the middle of the longer days for cleaning. Cleaners will be asked to come in twice a

week, and we will close the downstairs toilet. Toys, coffee and water dispenser will be closed or removed, and a number of chairs will be moved to storage to ensure social distancing.

6. We should try to purchase N95 masks for staff to use when we re-open. We should have some home made masks available for patrons who forgot to bring their own.
7. We are still considering summer programming, including remote options. We could curate and post offerings (such as book readings) that already exist on the web, and/or create some of our own content.
8. The new library sign will be ready on Wednesday. Someone will need to pick it up from Manchester, VT and hang it up.
9. The Friends need to elect officers. They will send out a newsletter, and we could use the reverse side to advertise our virtual offerings, and curbside pickup.

Old Business: Merrilyn expressed her sincere thanks to Dave as president, and Bill as treasurer for all their leadership over the last decade.

The next meeting is scheduled for Monday, June 8 at 5pm.

Meeting adjourned at 6:06pm.