

# **JOSIAH CARPENTER LIBRARY TRUSTEE MEETING**

## **MINUTES**

**March 18, 2020**

**Present:** Sandra Adams, Chairperson; AnneMarie Chapman, Treasurer; Leslie Vogt, Library Director; and Theresa Endler, (via phone) Secretary.

**Meeting Convened:** 5:00 pm

**Acceptance of Minutes:** The February 19, 2020, minutes were reviewed and a motion to accept was made and seconded (AnnMarie/Sandra). Motion carried.

### **Old Business:**

**Friends Update** – The Friends of Josiah Carpenter Library have not met recently. They have agreed to postpone future meetings until the health crisis abates.

**Library Bookkeeping Transition** – The Library Trustees are waiting to receive a formal response from the Select Board regarding the bookkeeping issue. Leslie has heard informally from a board member that they are open to discussing the transition; however, the Town Hall offices have been extremely busy so the response has been delayed.

**Update on 125<sup>th</sup> Birthday Celebration** – In light of the present Coronavirus epidemic, it has been necessary to make some changes to the birthday celebration plans:

- The March 24<sup>th</sup> celebration at the library has been postponed and will be rescheduled for a later date.
- The film presentation on April 4<sup>th</sup> has been cancelled.
- Planning for future craft activities at the library are on-hold for the foreseeable future.

**Review of Technology Plan** – Leslie provided a draft of a Technology Plan (March 2020 – December 2025). It was reviewed by the members and she explained the rationale for setting minimal standards that the library will achieve. A motion was made and seconded to accept the Technology Plan (AnneMarie/Sandra). Motion carried.

### **Reports:**

**Director's Report** – Leslie presented the director's report; items of note:

1. The Letter of Intent for the Arts Conservation Grant and draft of the application for the Summer Learning Grant were presented and reviewed. Both of these are very positive for the Pittsfield community and the trustees encouraged Leslie to continue with the applications.
2. The necessity of closing the library or reducing hours because of the ongoing virus was discussed. After review of a Pandemic Policy draft and lengthy discussion, it was agreed that major adjustments are needed to protect the health of the staff and library patrons. A motion was made and seconded to close the library to the public while providing the staff the option

to continue working and serving patrons via email or phone during the reduced hours of Monday-Thursday 1-4pm and Friday-Saturday 10am-2pm (Theresa/AnneMarie). Motion carried.

3. Leslie will continue to assess the feasibility of the Pandemic Policy and the changes will be reviewed at next month's meeting.
4. The first-floor sink is continuing to create plumbing problems. Leslie will obtain a quote for the necessary repairs.
5. Thomas Dunagin has applied for the position of part-time/substitute custodian. Leslie has interviewed him and offered him the job.

**Financial Report** – Leslie presented the financial reports; there were no unusual expenditures.

A motion was made and seconded to accept the Director's Report and the Financial Report (AnneMarie/Theresa). Motion carried.

**New Business:** none

**Miscellaneous:** There was a discussion about changing our meeting format due to the suggested virus quarantine. We decided to reassess the quarantine status during the week of April 6<sup>th</sup> and make adjustments if necessary.

**Adjournment** - Moved and seconded (AnneMarie/Theresa) at 5:50p.m.

**Next Trustees Board Meeting: Wednesday, April 15, 2020, at 5:00pm**