

Thursday, February 18, 2021, 4:00 PM

Present: Director Sandie Cary, Judy Roberts, Gerda Gofberg, Emily Clough, Doug Eisler, Sadie Woods

The virtual meeting was called to order at 4:04 PM Via Zoom

### **Secretary's Report**

Upon motion duly made and seconded, the minutes of the January, 2021 meeting were approved without correction.

### **Treasurer's Report**

At the end of December, YTD expenditures were \$ 21,749. This is approximately 47% of the yearly budget and on target.

### **Director's Report**

The library remains closed to the public due to Covid-19 related concerns and in compliance with state and local regulations. Curbside pick-up continues and remains a successful avenue of service. The challenge posed is how to open to offer enhanced service to library patrons. Hartford Library has proposed booking 15 minute appointments starting 3/1/2021 to allow stack browsing (computer use to remain unavailable). The Quechee Library has been operating similarly since mid-January without incident. Proposed operations would also include the collection of tracing information by the Library Director. Information would be held for 2 weeks, then discarded. This would be in compliance with both Vermont State and Vermont Library Association requirements. A motion was made and seconded, approving of this plan. Sandie will email details to the town for approval.

Circulation for January was 541; 86 items were sent through interlibrary loan. These numbers compare very favorably with January of 2020, especially given the Covid-related constraints. A new craft card is available in the bin. Book Club and Craft Group continue to meet weekly via Zoom. Sandie and Doug Eisler are working in collaboration to develop the new library website. The elevator passed inspection. A patron is using the library on Friday mornings, as previously agreed to by the board, to meet with her business partner.

### **Old Business:**

Sandie previously proposed, and trustees approved, adding shelving to the end of children's stacks. John Newton is drawing up a plan to build the shelves including estimated costs for materials and labor. Judy contacted Lisa O'Neil, Hartford Town Clerk, to obtain clarification regarding need for new trustees to petition for inclusion on the March ballot. Emily Clough and Doug Eisler are on the ballot. Emily is opposed by Gayle Ottman.

### **New Business:**

The water filter in the kitchen was not working and found to be corroded; the water is currently not potable. Sandie is looking to obtain and new filter and have it installed.

The town did not encumber \$1800 from last year's budget due to confusion about the process required of the library at a time when the Board of Trustees had personnel changes.

The Friends of the Library were successful in application for \$1500 from a technology grant. This will be used to boost outside WiFi and improve phone service, as well as the purchase of computers and software. The Friends are also providing an estimated \$1500 in the sponsorship of "Reward Books." A motion was made and seconded to purchase a computer, paid for by budgeted money if available, or if needed, in part or whole by The Friends.

The Next meeting will be March 18, at 4:00 PM. The meeting was adjourned at 4:47 PM.

Respectfully Submitted,

Sadie Woods

Secretary