

Brunswick Community Library
Board of Trustees Meeting Minutes

April 14, 2020

Attendees: Ann Clemente, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Kevin Mainello, Matt Perfetti, Anne Poletto, Jennifer Shatz

Excused: Dan Casale

Committee members: Derek Foster, Jen Mainello, Kelley Triscari

Call to order 6:06 PM

Note: This was a virtual meeting

Approval of March 17, 2020 – Motion to accept by Ann Clemente, seconded by Marthe Ann Gabey, all in favor, motion carried.

Treasurer's Report – The Finance Committee approved the Treasurer's Reports for March, seconded by Jennifer Shatz, all in favor, motion carried.

Director's Report – Sara Hopkins reported that there was no door count, but reached 30,000 times through Facebook. It's the easiest, most interactive option, considered the new "library". Hoopla was just released; the library has to pay per download, so only 5 per month are allowed. The story time was viewed 4000 times; people like to see a familiar face. OverDrive is up 50%. Sara is working sporadic hours, not just 10-6. Laurel Colasurdo asked if she was still working weekends, but Sara Hopkins said she stopped after first three weeks. UHLS is working on an opening plan but hasn't shared it. Thoughts are that there may be a soft opening and curbside pickup.

Old business

Covid 19 – update for UHLS member libraries – allow staff only, have to catch up with holds and wait lists; consider curb side pickup. Waiting for best practices. Sara Hopkins shared Averill Parks' plan. They plan no programs until fall, no meetings, no tutors; they are worried about a second wave. Each librarian is expected to get their own GoToMeeting account. Marthe Ann Gabey asked what we will get from UHLS. Sara said there will be a six to nine-month plan with no start date; waiting on the State for guidance.

Employee online productivity – staff have been busy creating resources, such as home schooling, and taking on-line training. Elisabeth is handling Twitter; Angela is picking up mail and weeding books; Wendy is helping with home schooling; Arlene is attending webinars and will help with cleaning when open. They have all been providing infographics, listing resources, and recommending books. They are getting a good response on line and with STEAM projects. Sara and Angela have been busy

answering questions. Matt Perfetti asked if there were a lot of repeat questions and suggested that Facebook may have an auto-answer feature that could be used.

Payroll expenses – The Board had agreed to pay staff for one month. Last month, there was discussion over the risk of losing staff if they weren't paid vs. concern that they wouldn't be busy. It appears that they are keeping busy and Sara said that everyone is logging their work. Ann Clemente said that she appreciated that the Board is letting Sara make the decisions. UHLS has tech-based training for Libby, Ancestry, and Hoopla, as well as early literacy. They are also looking for ways to use the Adult Services grant and may have offerings on job training and skill training. Sara is letting the staff switch between training and content. Maureen Cox moved to pay staff at minimum hours through 5/22 to be re-evaluated on 5/19. Matt Perfetti seconded the motion. All in favor. Motion carried.

Committee reports

Building and Grounds: Ann Clemente noted that it was April 2019 that the Board was introduced to Sara Hopkins and Sara told us that more room was needed. Alix Duggan recapped meeting with the builder and architect. Alix applied for the expansion project to be an essential state construction project and had several calls with the Senate, State ESD, and local ESD. There is a possibility that the Town's Building Department could override the State's ruling. While it would be great to be ready when the Library reopens, the health of the workers has to be considered. Alix should hear from the State in two or three days. Ann Clemente appreciates all that Alix has done. Jenn Shatz said that it would be good to get done if it could be done safely. The Board was concerned about doing construction after the Library reopened, but also wondered about having to oversee the work and any required cleanup. We will have to see how things work out.

New Business

Open Meeting Law session by Tim Burke on 5/19/2020 – Before the Coronavirus pandemic, CORE training info briefs were scheduled. Not sure if they will still be offered.

Paycheck Protection Program for nonprofits – This is part of the CARES act. As an association library with 501(c)(3) status we can apply for PPP. The terms are generous and it becomes a grant if employees are retained. Ann Clemente spoke with Key Bank; there is a backup in applications but we are on the list. There were some reservations, since we are not currently strapped for cash. Marthe Ann Gabey express concern that being a non-profit, we could see a cut in funding. We need to plan for lean times. Ann Clemente will keep us updated.

Next meeting – May 19th at 6 PM

Next Town board meeting – May 14th at 7 PM, Laurel Colasurdo to attend, if public is allowed.

Meeting adjourned at 7:25 as moved by Anne Poletto, seconded by Maureen Cox, all in favor, motion carried.

Respectfully submitted,

Anne Poletto