

Pawlet Public Library  
Monthly Meeting of Board of Trustees

MINUTES

May 5, 2020

Present (Meeting took place virtually on Zoom platform): Trustees in attendance: Diane Mach, Kathryn Lawrence, Susan LaPorte, Marty Kravitt, Jacki Becker

Trustees absent: n/a

Library Director: Mary Lou Willis

Visitors: Jeb Rubin, Janine Seitz

Lara Keenan, State Library Consultant presented on Trustee Board Training prior to this month's abbreviated board meeting.

Call to order: 7:16 pm, Diane opened the meeting with a call to order.

Public Comment: None

Review of Operating Norms: The meeting began with Diane reading the Operating Norms.

Agenda: Motion made to approve May agenda by Diane, seconded by Sue.

Minutes: April minutes: Motion to approve by Diane, seconded by Sue.

Treasurer's Report: Kathryn Lawrence discussed the management of paying Sara Young's salary, as well as library portion of taxes. Discussion around obtaining signatures during this time of socially isolating. Mary Lou will make trustees aware when documents need signing and this can be arranged while observing social distancing guidelines. We will continue with three required signatures.

Director's Report: Mary Lou

- Mary Lou continues to assess upcoming programs and feasibility of continuing as scheduled. The May 16<sup>th</sup> event has been cancelled, further decisions will be discussed next month.
- Mary Lou will pursue a Grant Opportunity to assist financially with loss of funds resulting from potential lack of book sale.
- Regarding circulation of materials: Determined that library will not pursue curbside service at this time.
- Policies updates include the Trustee Code of Ethics. This should be reviewed by trustees for discussion in June.
- Technology needs: Proposal to purchase back up for three staff computers. Trustees support

New Business

Book sale discussion: Given the expected ongoing social distancing requirements, as well as concerns with sorting and managing materials, the decision was made to cancel this year's book sale. Mary Lou will communicate this, as well as the fact that we will not be taking book donations. A discussion re:

getting kids book that have been collected out in some way to children this summer. Mary Lou will pursue as part of the summer reading program-ideas were offered by trustees.

Unfinished Business: Marty shared his letter regarding recommendations for modifications to the library. Due to the current financial challenges on many fronts, a motion was made by Sue to hold off on repairs and improvement requests until the town budget at the end of the year. Seconded by Katherine and approved.

Reflection of Norms Read

Meeting adjourned: 8:18

Next Meeting June 2, 6 pm