

George H. Stowell Library Trustee Meeting
Monday, June 15, 2020 (via Zoom)
6:00pm

- 1) Call to Order - The meeting was called to order at 6:30pm. Richard Scheuer, Kathi Patterson, Laura Cousineau, and Brenda Freeland were present.
- 2) Citizen Comments - No citizens were present.
- 3) Approval of the May 11, 2020 minutes - Kathi made the motion, seconded by Richard, to accept the minutes as posted. Vote was in favor.
- 4) Treasurer's Report - Kathi reported that the spreadsheet shows the balance in the checking account of \$8,575.70 as of June 10.
- 5) Librarian's Report – Brenda reported that:
 - a. She has started Curbside Service with protocols that she and Laura developed. It seems to be going well with a few people taking advantage although some are not aware of the new rules and want to come inside.
 - b. Ginny Gage has posted a list of the books purchased since January 1st on our web page.
 - c. She has had her first meeting about KOHA (the automation software provider) and will attend more in July.
 - d. All of our patron database has been uploaded and our OverDrive numbers will remain the same.
 - e. Invoice for barcodes is coming.
 - f. She has worked with ByWater to establish what our webpages will look like, and they are easily customizable if she wants to change them.
- 6) Old Business
 - a. Dehumidifier Purchase – Richard has installed the new dehumidifier. Kathi will reimburse him from our checkbook.
 - b. Pandemic Policy Update – We will review at our next meeting.
 - c. Reopening Protocols Discussion – Laura and Brenda have worked on a phased reopening plan. We are currently in Phase 1 with curbside pickup with Phase 2 (actual reopening with protocols in place) scheduled for Wednesday, July 1.
 - d. Automation Update – Kathi will give Brenda a check for two computers and the scanners. One computer will be for the desk and be used as a materials sign-out/sign-in station; the other will be for patron use. Purchase money will come from our Tasker Fund Grant.
- 7) New Business
 - a. Review Policies and Procedures Manual to-date – Laura has started to review the manual. She will send her suggestions and edits to the rest of us for comment.

- b. Volunteer Policy Draft Proposal – The proposal will be discussed at our next meeting.
- 8) Correspondence – We received an email from John Dryfhout urging us to apply for CARES Act money. We are not a 501(c 3) nonprofit organization so we do not qualify. Brenda will forward my email explaining this to John.
- 9) Other Business – There was none.
- 10) Adjournment – Motion to adjourn made by Laura at 6:58pm. Kathi seconded and the vote was in favor. The next meeting will be at the library on Monday, August 10, at 6:00pm.