

Present: Linda D, Ray B, Cheryl W, Karen G, Karen D, Jim J, Marjorie W. Absent: none.  
Meeting Start 5:30 P.M. May 19, 2020

Cheryl W. motioned to accept the February minutes subject to the amendments and seconded by Linda D. All approved. The April Minutes to be brought up for approval at the June meeting.

Board Items:

#### CORI POLICY

Karen D- Mary Bell and Karen Demers would be authorized to do CORI checks through the town policy. Jim J- Will the town indemnify the Library director and The Assistant Director when doing (volunteer) CORI checks? Linda D. makes a motion to approve the use of the town's CORI policy for library volunteers assuming that the Library Director and the Assistant Director will be responsible for the CORI check. Roll Call vote with all in favor.

#### Computer and Internet Services Policy

Karen D. Town wrote a ticket for it. Nate from IT to work on it. A subcommittee for the computer policy to be made up of Cheryl W, Linda D. and Karen G. Karen D.- Overall budget issues may necessitate the trustees meeting before September.

#### Incident Report

Linda D- concerned about incidents that may not be reported to the police. Jim J. Incident reports should be used when there is an incident which causes risk rather than day to day staff issues or patron admonishments. Jim J. states that as Chairman of The Board of Library trustees he is ok to sign off on incident reports. HIPPA concerns can be sanitized if there are medical issues. Karen D. - The trustees can go into Executive Session when needed. Jim J- As trustees we need to know what is going on in the library. Linda D- If one exists attach a police report to the incident Reports. Ray B- There should be a number on the Incident Report and the question was staff involved? Jim J-The draft would be amended to ask if there was a staff member involved and the bottom page would be signed by the trustee Cheryl W- When the Chairman signs off we date it.

#### Library Directors report:

Karen D- The Library will open in stages. Cheryl W- Will there be an announcement in the Times describing Stage I and directing people to the Library website? Karen D.- yes. If staff gets sick there could be stops until the building gets deep cleaned. Some staff may then have to isolate for a couple weeks. Ray B suggests that in stage I all staff must wear face masks. Karen D.-only if social distancing can not be maintained. The staff working curbside pickup will definitely wear a mask. Stage I will start on May 25<sup>th</sup> with curbside delivery of reference materials and a staggered staff schedule. Stage II -The service desk will be accessible and sleeve guards to be installed. Marjorie W- will the town provide masks to the staff and the patrons? Karen D.- There will be 100 ready to start. Linda D.- We should make provisions for medical reasons for those unable to wear a mask. If you can not wear a mask use a call number to make special arrangements. Jim J- Put a clear sign on the door that everyone should wear masks. Karen G- Will the town make signage? Linda D. Town working on making signs. Cheryl W.-Do the bathrooms have to be open to the patrons? Who will sanitize them? Linda D.- who cleans? We can hold off on restrooms being cleaned until the browsing part. Patrons will be making appointments. Jim J- Following Governor Baker's directives and guidelines from the state it is up to the Library Director to determine how many people may be in the library at any one time. Whether or not it is 25% of occupancy 50 people may be to much. Jim is concerned with keeping the staff employed. He does not want layoffs. Curbside only may last more than three weeks. Linda D.- Because of The COVID 19 virus the state has relaxed State Aid Guidelines. If we stayed open until 6PM it would count as open one hour in the evening. Linda D.- Consider the library version of Insta Cart. Using Bernie Davidow for outreach deliveries could resume in stage I. Jim J.- Let us defer voting. We are under an Emergency

situation. We will reconvene in June. Karen D. can exercise discretion and implement Stage I. the situation is a wait and see. There may be Union issues.

Memorial Day Decorating: Karen D. The library will participate with window decorations or something similar.

Local History/ Public Covid Projects quarantine.  
 The Brooks room will be used for materials quarantine. Other programs may have to be moved around.  
 3rd Quarter Financials  
 They have been distributed to the trustees online by Karen D.  
 FY21 Budget Updates

There are no new updates.

Virtual Legislative Day  
 There may be a Virtual Legislative day in the making.  
 FY 21 Sundays-  
 Will we be able to do this and if so for how much of the year? The whole year?  
 Friends Report

Ray B- The Friends have had no meetings.  
 Building/ renovations

Sabrina Morreau working on the Wetland proposal for The StoryWalk project.  
 Lift: Per Jim J- There is nothing new.  
 Miscellaneous: Jim states that the town meeting has now moved to June 15<sup>th</sup>. There will be further discussions at the next Select Board meeting.

Meeting adjourned 7:05 P.M. Next meeting Tuesday June 16, 2020 5:30 P.M.  
 Submitted by Marjorie Williams