



Whitingham Free Public Library  
P.O. Box 500  
Jacksonville, VT 05342

June 17, 2020 – Approved minutes 7-8-20

Board of trustees meeting /outside of Municipal Center with social distancing and masks required.

6:08PM Call to order

In attendance: MA Johnson, Tyler Colford, Helen Krzeminski, Maryann Cheveralls, Catherine Bell, Edie Brigham, Kristine Sweeter, Lois Lapointe and Gina Depaolis

Public comment from Rebecca Walker, via Edie, she loves the summer reading program.

Maryann made a motion to accept May 6, 2020 minutes, with changes. MA seconded, all approve.

Kristine noted that staff evaluations will be put off until Fall.

Department of Libraries will be supplying a sneeze guard to install at check-out desk.

Kristine met with Wings and Pettee Memorial Library on their reopening.

State of Vermont approved outside movies with the Whitingham Free Public Library's new set up. The cost was in this years' budget of \$189.00 and a transmitter of \$100.00.3 movies are scheduled for July 23, August 6 and August 20, 2020. The library will make equipment available for community events through library partners.

Two laptops have been replaced for staff.

New windows need to be stained on the inside.

As of the time, 9 children had signed up for the summer kids program. This will include kits with books. Themes are being discussed with Gina.

Budget is at 94%. Lion's club donation was, understandably, lost. Plant swap was cancelled; raffles for artist painted saws had been cancelled but considering raffle on them during movie nights.

Gina will work, at library Saturdays from 11-2. Lois is adding a shift.

Maryann asked for overall financial impact, on the library, due to Covid 19. Kristine advised that select board administration is covering that.

Edie made a motion to adjourn at 7:00 PM, MA seconded the motion. All were in favor

Submitted

Helen Krzeminski

Librarian's Report

Kristine Sweeter

June 17, 2020

❖ Staff

Kristine – continuing working from home and some in library, monitoring and following state orders, daily assisting patrons, calling patrons, researching and sharing online resources in multiple medias, obtaining new resources, creating pandemic re-opening policies, taking measures to meet state guidelines, preparing and submitting bills and payroll, collection development, placing orders, other administrative duties, checking in with staff, town clerk, select board, town book keeper and library trustees.

Lois- working 2-3 days in library, connecting with patrons, collecting mail, processing books. Preparing orders for pick-up, quarantining and disinfecting and shelving returns.

Gina – attending webinars, summer planning, picked up/delivered Halifax flyers

Director evaluation: review process / hold

❖ Physical Reopening

**Vermont update: 8.4 Indoor Arts, Culture and Entertainment** (Effective 6/1)

-Libraries, galleries, museums, theaters and other indoor arts, culture and entertainment organizations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must post their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at [accd.vermont.gov](http://accd.vermont.gov).

-Cashless/touch-less transactions are strongly preferred.

-Curbside pickup remains the preferred method of operation. When possible, organizations should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.

-Organizations should close or remove high touch entertainment features, including arcades and playgrounds.

❖ Circulation

❖ 2019-2020 budget review

❖ Programming

-Carter Stanley Blue Grass musician program reschedule for October

-Summer reading – Flyers for summer reading have distributed to Twin Valley, Halifax and Readsboro families through daily lunch delivery.

-continue planning outdoor summer programming

-6/10 tele-meeting with WINGS, Pettee & Readsboro Libraries

-obtained select board approval for “drive-in” movies with considerations at municipal center

❖ Equipment / maintenance

-4 weeks wait for free sneeze guard and 1 gallon hand sanitizer from VTLib

-1 sneeze guard installed at circulation desk

-purchased 1 staff laptop

-carpet cleaning and new windows installation completed

-drive-in movie equipment