



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

May 6, 2020-Draft minutes

Trustee Meeting Via /telephone conference and online meeting

6:15 pm Call to order

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

No public comments

MA made a motion to approve March 4, 2020 minutes, and May 14th, 2020 minutes as written. Kathy seconded and all approve.

Reopening discussion for phased restart and curbside pickup, according to guidance issued by the Department of Libraries.

Reviewed written pandemic procedures.

Kristine proposed one person work at a time and offer delivery and curbside pickup.

It was determined Lois will work Saturday and Kristine on Thursday, 11-2 to include curbside pickup and delivery. No copy services will be available. New books will be listed on website and other forums. Edie will look into having Zoom story time by invite.

Marianne addresses returns. It is determined returns will be accepted by appointment, in a bag and with name on it. Bags shall remain unopened for 5 days.

MA makes a motion to reopen following written guidelines 1-17 “Re-opening after Pandemic Closure” as written, Marianne seconds. All in favor.

Kristine discussed new printer installation.

MA made a motion to approve carpet cleaning by hot water extraction and adding protectant for a cost of \$475.00. Kathy seconded the motion. All were in favor.

Kristine will get information out to public by Facebook, Front Porch Forum, e-newsletter, website and press releases to DVN, Brattleboro Reformer and the Common.

MA made a motion to adjourn at 6:45, Edie seconded the motion. All were in favor.

Librarian's Report

Kristine Sweeter

May 6, 2020

❖ Staff

Kristine – staying home and safe, working from home and some in library, monitoring and following state orders cancelling and rescheduling programs, daily assisting patrons, calling patrons, researching and sharing online resources in multiple medias, obtaining new resources, managed summer performer grant, managed new copier lease, creating pandemic 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, town book keeper and library trustees. Completed VOSHA training.

❖ Lois- staying home and safe, working some in library, connecting with patrons, collecting mail, processing books. Completed VOSHA training.

Gina – staying home & safe, attending webinars, summer planning, completed VOSHA training

❖ ADDENDUM 11 TO EXECUTIVE ORDER 01-20 - Attached

4. Phased Restart

e. Libraries may allow for curbside pickup for lending in accordance with guidance

issued by the Department of Libraries.

❖ VT Department of Libraries Curbside and Book Delivery Service Guidelines. Attached.

❖ Whitingham Library draft pandemic policies. Attached.

❖ Circulation

from 3/16 – 4/16 of curbside & delivery we serviced 9 patrons with 40 materials and 2 staff with 42 materials.

Listen up Vermont / overdrive 122 check-outs

❖ Programming

-Carter Stanley Blue Grass musician program reschedule for October

-Summer reading – planning weekly pick-up/ delivery of summer reading materials and activities for at home.

-Purchased RB Digital membership through VTLIB to provide additional digital resource

❖ Equipment

-lease for existing printer expired, signed new lease for upgraded printer to be installed as soon as we can.

❖ Carpet Cleaning

RSI (towns current cleaning company)

-hot water extraction and protectant - \$475

- regular cleaning \$175