

Brown Public Library Board of Trustees

Minutes - 3/17/20

Present: Maryann Beaupre [President/Chair], Cyndy Bushey (Vice President), John Stevens (Treasurer), Tossy Garrett (Secretary taking minutes), Gail Hall (MAL) via speakerphone, Kelli Anne Sutton-Bosley (MAL), Sherri Brickey [Director]. Dale Kunkel has been approved by the selectboard but has not yet been sworn in.

5:03- Meeting called to order by Maryann.

5:04- Approval of Agenda we will use the agenda as a guide, even though we may not follow it exactly due to the urgent matter of COVID-19, which will have priority and be the first item. If there is time after, we can go on to the rest of the agenda. All present agreed, we will hear the reports then move on to the COVID-19 discussion.

5:05- Approval of Previous minutes. John moved to approve January minutes with no changes, Cyndy seconded; voted & approved.

5:06- Treasurer's report. We have not had to take any money out of our funds, but they have decreased by about 20% since the stock market downturn. Other than that, things are going as expected. Magazine subscriptions are the only large expenditure left this year. Tossy moved to accept the report, Cyndy seconded, voted & moved.

5:07- Librarian's Report. Volunteer hours were down a bit in Feb. The fine-free Fridays we held got one long-overdue book returned, and we waived many other fines. The courier service had a price increase (we use once per week now), and the service is on hold right now due to the Corona virus. Kathryn held a book sale last month which helped the otherwise- low sales. Sherri had a Narcan/Opioid Workshop in Montpelier. If interested, libraries were able to take Narcan back to their library to be used in preventing an opioid overdose. Sherri was instructed on its use and also basic CPR to be used along with the Narcan, if necessary. Sherri will share this information with appropriate staff members. The storytimes were fairly busy, especially the Saturday storytimes and events. The teen advisory board held a murder mystery event which wasn't successful in its goal but was still fun for participants.

5:14- COVID-19 DISCUSSION: Sherri has been tracking this, and has had many emails about it, along with receiving a list of VT libraries that are closing. Sherri, Rebecca, and Maryann decided to cancel storytimes and other youth programming. As of right now, there are about 60 Vermont libraries that are closed, but most are still offering a book pickup/delivery service. The library has been busy the last couple days with people that are stocking up, and there have been many questions about whether we will be closed. Maryann mentioned that the senior center has closed for gatherings and activities, but are open for important services like Meals on Wheels. Plastic grocery bags would be useful for pickup orders and delivering books.

We explored the idea of reduced hours and services, since many people need their tax documents copied/faxed during this time of year. Gail brought up the possibility of viruses being transmitted on documents given to be copied, Tossy wondered if we could accept those and then 'quarantine' them for a few days before copying them. Cyndy expressed worry about the employees losing their income if the library closes, John said we do have the money in the budget to pay them anyway. There was general agreement that we should pay our employees even if they are working reduced hours, but there are also plenty of longer-term and occasionally-required tasks for employees to do, such as a thorough cleaning, updating/computerizing the mailing list, etc.

Sherri also heard from Governor Scott that all library meeting rooms should cancel events, so we decided to cancel any birthday parties/events already on the books for the community room. She passed out an outline for what services she is proposing that we still offer through the library during this time. We need to add to the sheet what the reduced hours are for the available services (calling, book pickup, etc)- Cyndy recommended 10-6 on M,W,Th, 12-6 on Tues, and 10-5 Fri, 10-2 Sat, and we agreed. This is really only two hours less on Tuesday evening, otherwise our regular schedule. A note will also be added notifying people that these hours may change due in the future. Tossy moved that we close the library to the public as of closing time tonight (Tues the 17th), while continuing services per Sherri's amended writeup. We will continue to use all employees per their contracted hours and pay them accordingly. Gail seconded, voted & moved.

5:47- Kelli moved to carry the other items on tonight's agenda to the next meeting. Tossy seconded, voted & moved.

5:48- Public Comment: no public present

5:48 - John moved to adjourn the meeting, Tossy seconded; voted & moved. Meeting adjourned.