

Sharon Public Library Board of Trustees
Regular Session
August 19, 2020

Attendance:

Trustees: Carolyn Weeks, Cheryl Weinstein, Wendy MacArthur, Sarah Windman

Library Staff: Lee Ann Amend (Library Director)

Foundations: Sarah Graff

Guest: Phil Berkowitz

The meeting was called to order at 7:00 by Cheryl Weinstein

Approve Minutes from 6/3/20 and 6/24/20 7/29/20 7/15/20 Sarah moved Seconded Carolyn.
Passed unanimously

Reports:

Treasurer

- \$971.37 Eastern bank \$1,935.92 Century bank
- Interest \$0.78

Budget

- Need to cover necessary expenditures. Whatever was left over went back to town.
- Covered the expenses we needed for state aid.
- July, August, September, and October no increases until further information from state.
Budget is the same as last quarter

Friends

- Nothing is going on. Cancelled the book sale.
- Book bins will be placed in Shaws

Foundation

- Getting donations for Bob.
- Donations can either be entered through the web site or send a check to the library.
- There could be \$3,000 or so. One person gave \$1,000. Others gave \$100 or so.
- Their son Eric had a website for donations.
- Trustees sent a card to his wife.

Director's Report

- Annual report survey information due in October.
- Our library spent our library expenditures and did everything we need to do to qualify for funding.
- August grant report is completed.

- Fred said we will be getting an 18 hour custodian. Needs to be in the DPW union. We don't have this position in our union. They need the supplies that the DPW uses. Needs to be able to fix different things. Hopefully DPW will be involved in the hiring process.
- We are open for people to go into the library and very few libraries in the area are open. We have limited time allowed in the building and will be maintaining that for the foreseeable time.
- Lee Ann gets asked to help other libraries open their buildings.
- Zoom is continuing with lots of programs. For all age groups and lots of interesting programming with Friends and with the staff. Lots of activity all around.
- Special request for Christmas. Close library for Christmas which is a Saturday. She would like to thank her staff for all the amazing work they did during covid19.
- Our staff opened fast and efficiently and has worked so hard to keep everyone safe and healthy.

Motion to close library on December 26 Carolyn moved Wendy seconded passed unanimously

- Cutoff is age 8 to be able to stay in the library without a parent, unattended. All parents are responsible for their kids. We have very responsible kids come in without supervision. We have kids come into the library to pick things up. Lee Ann doesn't want issues with staff policing kids ages.
- Lee Ann wants to drop the age for kids coming into the library. Don't want the staff to be responsible for asking kids their ages. They don't have ids and can not prove how old they are. She wants to reduce the age to 8. Under 8 years old can be with siblings 14 and over. Staff is not responsible for checking their ages.

Motion: Approve changes to Supervision of children policy 8/20/20 as requested by Director. Sarah moved Carolyn seconded passed unanimously

Vice Chair Election

- We have an opening and need someone to fill it. Wendy would take it if Geoff didn't want it. Cheryl suggested Carolyn as she goes to all building committee meetings and could report on those if she isn't there. The vice chair position is responsible for holding the trustee meetings if the chair isn't there. Hold discussion until Geoff is here.

By Laws

House and grounds needs to be changed to building and grounds. We need to update different parts of the bylaws. There are a few different things that need to be changed.

Foundation/Trustee Furnishings Committee

- This is a new committee. With 3 trustees and 3 foundation members. This is part of the trustees bylaws.

MOTION: Update the bylaws as described. Sarah moved and Wendy seconded. Passed unanimously

Policy for the foundation and trustees picking out different parts of the furnishings.

MOTION: Approve the Furnishings policy Sarah moved and Carolyn seconded Passed unanimously

Meeting adjourned at 8:15 sarah moved and carolyn seconded.

Action Items Update

Action Items Summary (new items)

Cheryl will circulate a list of questions to ask the people applying for the open trustee position so we have similar questions for all applicants.

Next meeting - September 16, 2020

Respectfully submitted,

Sarah Windman