

Brownell Library Board of Trustees Meeting
Essex Junction, Vermont 05452
Tuesday, June 16, 2020 7:00 pm via GoToMeeting
Recording Secretary for this meeting: Helen Donahey

Present: Trustees: Dottie Bergendahl, Linda Costello (7:10), Beth Custer, Helen Donahey, Jeanne Grant, Linda Hasan, Joe Knox, Andy Kolovos, Christine Packard, Sheila Porter, Ann Wadsworth. Teen trustee: Carrie Egan. Foundation: Linda Hasan. Staff: Wendy Hysko, Wendy Johnson.

Chair Christine Packard was unable to see all participants and so asked Andy to chair the meeting. Andy called the meeting to order at 7:03 pm.

1. Agenda Changes/Deletions – none

2. Minutes of Tuesday, May 19, 2020 – Dottie moved approval; Sheila seconded. The motion passed unanimously.

3. Financial Report - Dottie reported that she anticipates the fiscal year will close slightly under budget. A motion to acknowledge the financial report was made by Jeanne; Sheila seconded. The motion passed unanimously. Dottie noted that because we do not meet in July, we will need to put together the budget working group in August.

4. Announcements – The trustees congratulated teen trustee Carrie Egan on her graduation from high school; she will be missed! There is an online event scheduled for June 23 at 10 am with an internationally-recognized speaker on NATO – Wendy can provide the login information if needed.

5. Reports Library Director and Staff Report - In response to questions, Wendy H. confirmed we are in FY'20, and that no Brownell staff are being furloughed at this time.

6. Committee Reports – no committees

7. Foundation Report – Linda Hasan reported that the Foundation has not met formally. The group plans to meet on Monday in the Brownell parking lot and via GoToMeeting. (Wendy H. confirmed she will reserve GTM for 7 pm.) The group was invited to use the staff picnic table. Linda H inquired about a possible book sale in the tent. There are concerns about the ability to maintain necessary distancing, particularly with children. Linda inquired about t-shirt sales for the summer. Staff were not sure if that is happening this year; attention has been focused on operations during the pandemic. Linda H. asked if book sale books could be given away to patrons. Concerns raised about how to manage this – staff felt the vestibule is already crowded and that free books would be difficult to accommodate in that location.

8. Old Business

- Update on discussion of plan for libraries pending merger vote - both Boards met on Monday to discuss the merger. No minutes have been posted as yet, and no one present at the library meeting was able to attend. Joe Knox found a YouTube link to the full meeting and Andrew Brown's summary of the meeting and shared it with the Trustees.

- Updates on Staffing – one staff member on leave and there is one vacant position that is not being filled due to the hiring freeze. In response to inquiries, Wendy H. shared updates on Hannah and baby Nicholas and on Susan’s retirement and health.
- Village Meeting - – it took place after the voting and there were very few people in attendance. Wendy J provided some information from the meeting. The budget passed. This was the first Australian ballot budget and turnout was significantly higher than usual. (More than three times the number who voted in person last year.)

9. New Business

- Reviewing Library Phased Reopening Plan - Trustees were invited to ask any questions about the report. In response to a question, Wendy H noted that they are aiming for June 29 to launch Phase II if all is in place. Dottie suggested and other trustees agreed that it might make sense to extend Phase I to align with the Governor’s extension of the state of emergency to July 15.

There was discussion of how to manage browsing. Gloves will be provided for patrons. There was discussion of the notification process for library patrons in case of an exposure to Covid-19. Fogging disinfection will be performed nightly. Ann W asked if there is anything that the Trustees can do to help staff at this very busy time. Wendy suggested that volunteers to help as greeters managing the entrance and helping to enforce the protocols might be useful. It was suggested that it might be helpful to have a meeting in July.

Dottie moved that the trustees approve the Library Phased Reopening Plan as an outline for future action. Linda C. seconded and the motion passed unanimously.

Wendy J. cautioned that in the past whenever free books are offered, the library is inundated with book donations. She advised against free books in the vestibule.

Christine suggested we leave a July meeting as a possibility if it is needed. But Trustees should assume that we are NOT meeting in July unless we need to check in for an update.

Wendy H clarified in response to a question that the library’s capacity right now per the state guidelines is 31 people total including staff. This is calculated as 25% of the capacity of the total current public space, not counting any non-public spaces. (The Kolvord Room for example is serving as a quarantine area and therefore is not available to the public.)

At 8:12 p.m., Dottie moved adjournment, Jeanne seconded, and the meeting was adjourned.

Respectfully submitted,

Helen Donahey