

JOSEPH H PLUMB MEMORIAL LIBRARY
MEETING MINUTES – May 14, 2020
Meeting held virtually via Zoom

Attendance: Rhonda Reints, Dennis Desrosiers, Gloria Vincent, Kathy Besch*, Gail Roberts
(*Kathy has not yet been elected, so there was no quorum.)

Meeting called to order at 4:10 PM

Minutes:

Next Meeting: June 11, 2020

Reports:

- **Financials:** spending is down due to library being closed since mid-March. New book delivery has recently been reinstated. The Selectmen are proposing a 1/12 budget starting July 1, which may affect our SAILS membership payment. The SAILS Board has decided that, since other libraries are starting their fiscal years in a similar manner, they will take each library on a case-by-case basis.
- **Director's Report:** See director's report for details.
- **Friends:** No action lately from the Friends
- **Building Updates:** Andrew has insulated and framed the basement area. The electrician has rewired switches and prepared the basement for the elevator and other improvements. Plumbers have installed pipes for the bathroom. Andrew and crew have rebuilt the outside entrance to the bulkhead stairs.

Action Items:

- **Old Business:**

Discussion of the draft plan for reopening: after the draft was sent to Trustees, the question of the public bathroom came up, so another draft will be coming out once we receive direction from the Board of Health. Since we interface with the public on a frequent basis, libraries will not be in the first phase of reopenings. The Director is meeting weekly with other SAILS directors, and with the Tri-Town library directors. The three libraries will coordinate our book drop opening, not starting to take in returns until Delivery starts.

- **New Business:**

Evaluation of the staffing situation: the page has been furloughed. For the last two weeks, the remaining staff have been working their full hours. The Director's recommendation was that we continue doing this, since we have been doing no-touch holds pickup, and will be starting curbside pickup. The recommendation was accepted by the Trustees.

- **Other Business**

1. Curbside service: a plan was sent out describing a proposal to start curbside pickup on May 26. Discussion included concerns about a bin or other container for the bags of books to be kept (I've since remembered that I own many coolers so will press one into service as a container for the pickup). No returns will be accepted. SAILS will be assisting by

running "local holds" reports, i.e. holds that are from our patrons and the items are on our shelves.

2. Purchase new magazine racks: the proposed rack would take the place the current storage on the wall. Every year, magazines cease publication or become online only. Two racks will serve the library's needs, and will take up less space. Trustees agreed and approved the purchase of the rack that looks like the DVD and CD racks that we currently own.

. Meeting adjourned at 5:00 PM.

Submitted,
Gail Roberts