

2020-04-07

4:00 PM

Bolton Public Library Board of Trustees

Draft Minutes

A quorum being established, the meeting was brought to order at 4:00 pm (following some technical issues with Zoom Meeting, ably resolved by Jenny Jacobson).

Agenda:

0. Introduction
1. COVID 19 Update and Actions
  - a. General Discussion and checkin
  - b. Staff – half working in the building (social distancing); half working from home
  - c. Answering questions from public via phone
  - d. 2-3 Day – either the EBook app
    - i. ~\$6K in 3 weeks – buying for all ages
    - ii. Report of usage ready for next meeting
  - e. Facebook:
    - i. Children's page is active
  - f. Saving online portion of the work
  - g. Have done major shift collection: Fiction + Mysteries – Interfiled –
  - h. All employees have access to compute to work from home.
    - i. Employees working from home are having time accounted
    - ii. LYNDIA Training – Boston Public Library – spreadsheets/surveys
  - i. Proposal to do deep sanitizing
    - i. Have a quotation
    - ii. Will do all the down buildings –
    - iii. DPW working with Library
    - iv. Prep meeting room for quarantine
    - v. Not taking any material (patrons are observing rules)
  - j. Buildings continue to be closed until May 5.
  - k. Motion: To reopen the library at the point that other public buildings.
    - i. Discussion: We are tending to open with other Town buildings, but will vote formally to reopen
    - ii. Motion tabled without action
  - l. We are not aware of any changes to the FY 21 Budget
    - i. Town meeting in 22 June, June 29 is Town Election
  - m. Budget for FY 20 is in good shape overall;
2. Next meeting:
  - a. Tuesday, April 27, 4:00 pm via Zoom Meeting.
  - b. Potential Agenda Topics:
    - i. COVID19 Status and Plans
    - ii. Policy Updates

A **motion** was made to adjourn the meeting at 4:45 pm; seconded; and passed unanimously.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Robert Zak'.

Robert Zak

A handwritten signature in blue ink, appearing to read 'Pam Czekański'.

Pam Czekański

A handwritten signature in blue ink, appearing to read 'Tricia Neron'.

Tricia Neron