

2020-07-07

4:00 PM

Bolton Public Library Board of Trustees

Present: Bob Zak, Pam Czekanski, Kelly Collins. Absent: Tricia Neron.

A quorum being established, the meeting was brought to order via Zoom Meeting at 4:08 pm.

Agenda:

1. COVID 19 Update and Actions
  - a. Curbside is popular – most pickup slots are full; Staff-browsed collections are popular; also 23% increase E-Book circulation
  - b. Network Circulation: State Delivery
    - i. We should not allow holds on anything but items from local collection
    - ii. Several larger libraries remain closed to network circulation
    - iii. Likely to be some time before inter-library loan is back up
    - iv. Bolton offering to purchase material not currently available in Bolton collection
  - c. Have suspended on-line videos due to attendance; focused on summer reading program
  - d. Moving forward w/ Friends of Bolton Public Library Sponsored Programs via Zoom
  - e. Collaboration w/ Rebecca and ConCom – “Library/Con Com Story Walk”
  - f. Local group of Library Directors – coordinating regional service
    - i. Meets Friday, July 10.
  - g. Library HVAC: agree to explore possible upgrades to system filtration system (e.g. UVC filter)
    - i. Kelly to send contact information for Burnell
    - ii. Bob to make contact; cc: Acting DPW head Don Lowe and Leslie  
[Lcaille@townofbolton.com](mailto:Lcaille@townofbolton.com)
  - h. Next Phase Service Increase: Pickup hours: Enhance to include off-business hours.
    - i. Potential Saturday and/or weekday evening alternatives: Kelly to consider best option with staff. Increase in Curbside hours approved by Trustees w/ details at Director Collins’ discretion.
  - i. Living History project:
    - i. In progress w/ Historical Commission
    - ii. Kelly to look at digitizing content
2. Budget
  - a. Transfer approved for electric bill.
    - i. Note to advisory that the electricity budget for next year same as this year (likely to be over, as well)
  - b. Budget to the year closed with no surprises
3. Outside landscaping?
  - a. DPW Took removed dead tree from parking lot median strip
4. Next Meeting:
  - a. Tuesday August 4<sup>th</sup> at 4:00 pm via Zoom (contingent on Tricia’s availability)

A **motion** was made to adjourn the meeting at 4:47 pm; seconded; and passed unanimously.

Respectfully Submitted



Robert Zak



Pam Czekański