

Minutes of Quechee Library Trustees' Meeting

August 10, 2020

Attending: Tommy Bauch (President), Brian Chaboyer (secretary), Bill Eastwood (Trustee)
Dave Izzo (Treasurer), Kate Schaal (Library Director), Jim Schmidt (Trustee), Merrilyn
Tatarczuch-Koff (Vice-president)
Absent: Katie McCarthy (Trustee)

In accordance with the temporary amendments to the Open Meeting Law, the Meeting was held virtually, using Zoom. Public were provided access to the meeting either electronically, or by telephone.

Minutes of the June 8, 2020 meeting were approved.

Dave presented a written treasurer's report, with a small correction; the VOKAL expense of \$2500 should be in the technology line, and not the collections line. The Friends income from their appeal will be entered soon. Expenses are in line with our budget and we are currently in good financial shape. Typically, the first half of the town appropriation has arrived after property taxes are paid in mid-August. There has been no update from the town this year. **The report was accepted.**

Kate Schaal presented her written report. **The report was accepted**, with a discussion of a number of issues:

1. There were about 20 children at the successful outdoor event on the green with storyteller Jools Skeet.
2. Once school starts, the MWF hours will be extended to 4pm, to accommodate students who may be dropped off at the library bus stop. We need to ensure that parents are aware of our new hours and policies. It was suggested that a notice be sent to the parents of any students who show up, and to the school superintendent. We also need to inform people that our hours and policies may change on short notice due to COVID-19 concerns.
3. So far, open windows have been used to ensure good air quality in the library, but air filtration units will be needed when it is not possible to keep the windows open. Brian and Rick Stamm will investigate options. We will need to know the volume of the various rooms and the air flow (cubic feet per minute) of different air filtration units to make an informed purchase. **The board approved in principle the purchase of air filtration units for the library.**
4. Book circulation stats are down, mainly because very few children are coming to the library, and they typically take out a large number of books. Electronic circulation is up by more than a factor of two from last July. The library is busy with appreciative patrons and there are times when people have to wait outside.

5. The board expressed their sincere thanks and appreciation to Kate and Marieke for doing a wonderful job during these difficult times,

New Business: Dave will write up a formal personal/sick leave policy that is appropriate and complies with state regulations. Employees will be allowed to carry over a maximum of one week of vacation time and one week of personal time each year.

Next meeting is scheduled for Monday, Sept. 14 at 5pm.

Meeting adjourned at 6:01pm.

DRAFT