

Wilton Public and Gregg Free Library  
Trustee Board Meeting Minutes  
April 24, 2020

At 8:00 a.m. Ron Brown read the emergency proclamation that permits public boards to meet electronically during the pandemic, with the attendant requirements for public access.

Attending were Library Director Pat Fickett, trustees Nikki Andrews, Ron Brown, Felice Fullam, Alison Meltzer, Molly Shanklin, Lynne Stone, Mary Ellen Brookes (entered at 8:25) and alternate trustee Peter Howd.

**Minutes from February** - approved (Molly, Nikki) March meeting postponed due to quarantine.

**Treasurer's report** - approved (Ron, Lynne)

1. The town has requested only essential expenditures such as salaries, benefits and building expenses such as heat. Other expenditures (books, supplies, etc.) are not prohibited but need to be approved.
2. The Endowment lost approximately 12% due to the pandemic; the board will await further information before considering any changes.
3. Pat and Molly explained a collateral agreement with TDBank to insure balances over \$250,000.00. This will be at no cost to the library.

**Director's report** - approved (Ron, Molly)

1. Alison will meet with Travis Blanchette about outdoor lighting.
2. Boiler room doors have been completed and new carpet has been installed.
3. Alison and Nikki will work on a Moose Plate grant, consulting with Sara Spittel.
4. Wenda Kochinowski Will reschedule her work.
5. Trustees will help set up Storyboards.
6. The staff members have ideas for drive-by events.

**Review of furlough period**

Ron spoke of an aspirational date for bringing back furloughed employees.

**Employees in the library during closure**

Since our top priority is the safety of the staff, the following procedures should be followed: staff who volunteer may go in one hour a week (using proper cleaning going in and out) but hours should not overlap. Aiyana continues to sanitize twice a week.

**How can we re-open and how can the trustees facilitate the process?**

We are a public facility and will be responsive to change as we follow the governor's plan of twelve to eighteen months for full recovery. Pat identified certain steps to be followed:

1. Staff in and re-organizing the buildings and systems
2. Curbside and virtual service
3. Patrons allowed in by appointment or group (10 or fewer)
4. More open hours, but specific hours for specific purposes
5. Patrons come and go on their own terms with consideration of numbers
6. Full re-open with possible re-closure if the virus returns

The trustees must be educated on the issues. Pat will send us links and indicate which are of high priority. We should be aware of the town's procedures. Molly will reach out to Paul Branscombe.

**Nikki Andrews' new role**

In March, Nikki became the elected Town Library Trustee. She is responsible to the voters and has resigned as an appointed trustee.

**Facilities projects** - covered earlier

**Old business**

1. Alison asked about the status of the folk cafe.
2. The search for alternate trustees continues. Skill sets for candidates include an understanding of the use of libraries, financial expertise, project management, and facilities skills.

**New business - none**

The meeting ended at 9:40 a.m. (Ron, Felice).

The next meeting of the trustees will be at **8:00 a.m. on Friday, May 15.**

Nikki Andrews and Mary Ellen Brookes 4/24/20