

Ventress Memorial Library

Board Meeting via Zoom

August 19, 2020

Those present: Cyndee Marcoux, Alexander Duncan, Michelle Noonan, Dylan White, Greg Guimond and Dana Forsythe.

1. **Call to order**

Mr. Guimond called the meeting to order at 6:00 PM.

2. **Approval of Minutes**

Ms. Noonan made a motion to approve the June 17, 2020 minutes. Mr. Duncan seconded, a role call vote was taken all were in favor.

3. **Trustee Candidate – Dana Forsythe**

Trustee Chair Greg Guimond asked Mr. Forsythe why he wanted to be a Trustee. Mr. Forsythe replied that he loves the library and enjoys bring his children ages 6, 2 and 2 months to the library. A question and answer session took place with each Trustee having the opportunity to ask Mr. Forsythe questions of their own choice. Ms. Noonan made a motion that the Board of Library Trustees submit Mr. Forsythe's name to the Board of Selectmen recommending he be appointed to the Board of Library Trustees. Mr. Duncan seconded, a role call vote was taken all were in favor.

Directors Report

Reopening the library:

The Board had several questions regarding reopening the library. Ms. Noonan stated that children are super shedders and should be required to wear masks. She also stated that masks should be a requirement for everyone entering the library. Discussion took place regarding the storage of quarantined materials. They are presently in the hallway to the restrooms but will need to be moved once the library reopens to the public. Mr. Duncan made a motion to store the quarantined materials in the back of the Library Plaza Program Room. Ms. Noonan seconded, a role call vote was taken all were in favor.

Open Positions:

The four open positions at the library were discussed. Of these positions the Board feels that hiring a new Children's Librarian should be a priority. Mr. Duncan moved to request that the Town Administrator lift the hiring freeze for this position as soon as possible. Ms. D White seconded, a role call vote was taken all were in favor.

4. **Announcement and Correspondence**

Discussion of emails received from the P.O.S.T. education program and the Recreation Department. Each of these organizations are requesting to use Library Plaza Program Room. The Board discussed the request from the P.O.S.T. program to use the Library Plaza Program Room and the Adelaide Phillips Conference Room. At this time, the Board does not believe it can accommodate this request as the library may need this space for quarantine materials, etc. The Trustees instructed the Library Director to email P.O.S.T. with their decision. The details for the Recreation Department need to be determined so the Board will readdress this request at the September meeting.

5. **FY21 Budget Update**

Spending freeze has been lifted but the Town is requesting that the library be frugal with purchases.

The date of the next Trustee meeting is set for September 23, 2020 at 6:00pm.

6. **Adjourn:** Ms. Noonan made a motion to adjourn at 6:59 pm. Ms. D White seconded, a role call vote was taken all were in favor.

Respectfully Submitted,
Cyndee Marcoux