

Pease Public Library  
Board of Trustees

Date: June 24, 2021, 4:00pm-

I. **Call to Order**

- a. Roll call, introduction of guests, approval of agenda- Quentin called the meeting to order at 4:06pm. Quentin, Amey, Bridget in attendance. Scott Weden, Plymouth EMD, attended to share information about what the town is currently doing regarding COVID protocol. Scott continues to attend a weekly meeting with DHHS and various stakeholders. Based on guidance from DHHS and the attorney general's office, they have done away with the temperature screening, updated the covid 19 illness policy: when face coverings are required and when they are not. I.E., when vaccinated no mask needed, when not vaccinated, mask needed. Meeting rooms have to be opened with no restrictions on the number of participants given that there are no current emergency orders or state of emergency executive orders. Entities may have remote meetings, however, the town board members have to be physically present unless there are extenuating circumstances. Scott suggests a sanitizing policy for public restrooms at the library. DHHS recommends every 2 hours. Meeting room use was discussed and Scott reported that there are no required restrictions on capacity. Regarding a high level of use, again, sanitizing protocol should be established. Scott shared that from a liability standpoint, Primex seems to be following DHHS and attorney general guidelines.
- b. Approval of minutes from previous meeting (s) Quentin noted two corrections to the May minutes, Bridget made a motion to approve the minutes as corrected, seconded by Amey and all in favor.
- c. Correspondence- n/a
- d. Public Comment (as allowed by Chair) n/a

II. **Reports**

- a. Financial (see statements).
- b. Director's Report-
  - i. Circulation Statistics-
  - ii. Personnel – **Non-Public Session** PAF forms, Changes for employees @ PPL
  - iii. Programming – Summer Reading, YLLA Funding of programs
  - iv. Maintenance –

III. **Action Items:** those needing motions and vote

- a. **Will the Trustees accept the \$ 200 in donations?** YES. Bridget made a motion to accept the donation, seconded by and all in favor.
- b. **Will the Trustees vote to change the library's Open Hours to suggested expanded schedule beginning July 13 as noted in the Director's report.** YES
- c. **Will the Library Trustees vote to forward the funds for the purchase of one AWE Station with accessories in the amount of \$3438, to be reimbursed by ARPA grant funds?** YES Question made a motion to accept the grant funds, seconded by Bridget and all in favor.
- d. **Will the Trustees alter the current mask requirement at the library to masks recommended?** YES
- e. **Will the Trustees alter the capacity limit for the building as currently stated for all staff and visitors to the library building? Yes, for upstairs use, however,** The trustees suggest that Diane make a proposal to adjust capacity in the meeting rooms such that some degree of social distancing can be maintained.
- f. **Will the Trustees alter the time limit for the building as currently stated for all staff and visitors to the library building?** YES
- g. **Will the Trustees keep the Library meetings rooms closed during renovations and revisit this decision monthly at scheduled Trustees meetings?** Trustees agreed to leave this to Diane's discretion because of scheduling logistics.
- h. **Will the Trustees vote to move forward with the replacement carpeting project in the lower level of the library?** YES, Bridget made a motion to move forward and encumber the funds \$7500 toward that, seconded by Quentin and all in favor.

- i. **Will the Trustees return a portion of the Library's unused funds back to Town at end of the FY 20-21?** YES, we agreed to return the 3% requested by the town as motioned by Quentin, seconded by Bridget and all in favor, provided the funds are available.
- IV. **Old or unfinished business**
- V. **New Business-**
- VI. **Summary List** of decisions made, directives and actions to be completed with deadlines, see above
- VII. **Announcements-**
- VIII. **Next Meeting Date:** July 15, 2021 @4:00 pm
- IX. **Adjournment**