

Pomfret Public Library
Board of Trustees
Minutes, June 2, 2020
7:00 PM on ZOOM

Called to order at 7:08PM

In attendance:

Liz Cartier, Laurie Bell, Ginger Lusa, Sally Rogers, Cris Cadiz, David Ring, Tim Gillane

Acceptance of Minutes of January 28, 2020 meeting

SR Moves to accept minutes; DR Seconds; Approved unanimously

Treasurer's Report

- Town crew did plowing this year so we spent less than before
- Conferences cancelled, saved money
- Everything is where it is expected to be in the budget.

Librarian's Report (see attached Library Report, at end of minutes)

Old Business

Capital Campaign Committee Update

- Fabulous kick-off in February. Everything stopped mid-March. We're in a holding pattern right now. Hoping that the pledges will still hold after the virus. Ron Coderre has stayed in touch with the committee on a weekly basis.

New Business

CIPA Compliant Internet Safety Policy

- June 23rd CIPA hearing . (Children's Internet Protection Act)
- Need a couple of board members to develop policy for internet safety. DR and TG volunteered.

Meeting Adjourned; CC moved to adjourn, TG 2nd. So moved

Pomfret Public Library Board of Trustees

June 2, 2020

Librarian's Report

The library has been closed since March 23 as part of the statewide shut-down during the Covid-19 pandemic. The librarian's report will update you as to what we have been doing at the library since closing, and our plans for re-opening.

Staff

- Town of Pomfret has been paying all employees their usual wages rather than laying them off
- I have continued to work at the library. Tues – Friday. Closing services, updating website, maintaining the Little Free Library, working on various “housekeeping” projects, making the changes that we need to do for re-opening phases, and planning for summer.
- Other staff worked from home as best they could during April, and have been coming in to work one day a week during most of May.

Facility

- Repainted the walls in the main room and kids room and did some other touch-up
- Put away the toys and some furnishings, weeded children’s collection
- Rearranged shelves to open up space around the circulation desk
- Town Road Crew will power wash the deck
- Plan to set up the deck to encourage people to sit outside
- NEPS has been doing the mowing

Collection

- Hoopla usage is up from an average of 144 items/month to 228 items in May. Cost has not gone up significantly (about \$25) because Hoopla has made a portion of their collection free during the shut down. Total cost for the last 12 months is \$4000, or 42% of our book buying budget.

Programs

- Imagine Your Story Summer Reading Challenge – a combination of reading goals, a board game and storytelling to collect a box of prizes, take home activities, etc. Each reader can collect up to four boxes.
- Parents can collect the entire program at once if they want to limit their visits to the library.
- We had some adult program ideas in the pipeline and I hope to get back to them once the kids program is in hand.

Re-opening plans

Phase One – Curbside service

Target date: May 26, 2020

- Regular hours: Tuesday, Wednesday, Thursday, 10-6, Friday 2-6, Sat 10-2, two staff in building

- Patrons contact the library by phone or email or place reserves online, then notify us when they are coming to pick-up. Items are checked out to patron, packaged for pick up and left on front porch shelf
- patron collects package from shelf on front step
- Returns: can be left in book drop or in a bin on front steps.
- Returns bins will be set aside for 1 week before items are checked in and available for another patron. Staff have set up a 'quarantine' area for bins
- Phone number on sidewalk sign
- Staff create signage with new protocols (see below) before opening to public

Phase Two – limited opening, no programs

Target date: whenever libraries are OK'd to go to next phase (June 23, 30, July 7?)

- Staff returned to usual working hours
- One way traffic - come in the front door, exit the side door
- Doors and windows will be open, weather permitting.
- Patrons are asked to wear a mask.
- Plexiglass shield with pass through at circ desk. "Please wait here" pedestal sign.
- Staff wear mask and/or face shield whenever interacting with patrons, gloves when handling incoming materials
- Hand sanitizer: circ desk, computers, kids room, NEW Books shelf, rest room
- NO PUBLIC REST ROOM. Half door blocking office access.
- Furnishings rearranged for social distancing, including outside deck
- Computers: use stylus to type? Plastic wrap over keyboard, changed with each user? Sanitize before use? Or no computers for now?
- Check out by last name (not actual library card)
- Kid's room limited to one family group at a time. Half-hour reservations from 10-2 on Tuesday and Thursday, first come first serve otherwise with limit of four people at a time (or one family group)
- Summer Reading Program: Register online, pick up your kit(s) after June 23.
- Possibly limit reserves/checkouts from NEW/popular series/summer reads books?
- No ILLs until statewide delivery system is operable.

Stage Three – limited programming as appropriate: virtual, individual, outdoor, etc
- TBD

Fiber Internet: has been delayed due to inability to access Rectory School campus, but should be completed within the next 30 days. The public hearing regarding our CIPA-compliant Internet Safety Policy is scheduled for June 23, 2020. In a nutshell – to qualify for the federally subsidized e-rate discount on our internet access, we

have to have filters that prevent unlawful usage of the internet. Adults can request that the filters be turned off if they are also blocking legitimate research. We will be using the filtering that is provided through CT Education Network, who also manages the installation and maintenance of the fiber.

There are templates and sample policies available online. I propose that a couple of board members look at the samples with me, determine the wording of our policy and send it the rest of the board for review prior to the public hearing. Any volunteers?

2020/21 Budget: Budget is as requested, with an additional 3% cost of living increase for personnel, for a total of \$118,322.00

Investment Funds: funds available for distribution at 3/31/2020.

Deal	2055
Woods	2814
Blumberg	744
James	744
Aicher	756
Total	7113

Averill	3502
Overlock	214
Total	3716

Discussion and decision regarding disbursements for the coming year? (if we have a quorum)

2020 Meeting Dates:

June 23, 2020
September 22, 2020
November 10, 2020

Topic: LBOT Meeting - Tues. 06/02 7PM

Time: Jun 2, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/9223481544?pwd=QXplL2wxWk9jdmcza1V3UFFBV2pmdz09>

Meeting ID: 922 348 1544

Password: 8bJumE

Submitted by Sally Rogers, PPL Trustee, Secretary 6/2/2020