

Richmond Free Public Library
2821 State Road, Richmond, MA 01254
Library Trustees' Meeting
June 9, 2020 2:00 pm (via Zoom)

Call to order: 2:00 pm

Attendance: Kathryn Wilson, Nanci McConnell, Kristin Smith, Candy Mountain, Katherine Keenum (phone)

Approval of May meeting minutes: approved

Correspondence: none, lots of emails

Director's Report/ General Update:

- Book order has been delayed so we are using less state aid money on books and materials and using some state aid on payroll (about \$2K)
- At the town meeting on 6/17, the library's warrant article is requesting \$63,576 (our January requested amount)
- Unused state aid can be rolled over for next year's use.
- Animal program for children has been moved from July to October.

New Business:

- **Summer Reading Program** plans: Candy made logs that will be mailed, emailed or picked up at the library curbside. Program will run from July 1st through the end of August
- **What can we do to support community in isolation:** courses in Zoom, Boston Public Library website (patrons can get BPL library cards and use their online services), Wowbrary.org website that announces our new books/CD/DVDs, and course in Ancestry. These ideas can be put into Library/town e-newsletter announcement.

Old Business:

- Lisa's gift/article in the Richmond Record – article ran in the last Richmond Record. Gift still in consideration
- Reopening and phases:
 - Staff returned to the library on June 1st: Lucy, Candy, Emily, Deborah. They will work one person at a time in the library until the next phase of opening.
 - Curbside delivery will continue at least until the first full week of July. Other area libraries are doing this too. Maybe through the summer, depending on what other libraries are doing. We will probably do what West Stockbridge does.
 - Bathroom is now for staff use only. They sanitize after their own use.
 - Sneeze guard: Peter is checking into guards for 2 or 3 sides of the desk.
- Staffing during Covid19 phased opening: Schedule as follows: Tuesday – Deborah 9:30-5, Thursday Emily and Candy 9:30-5, Saturday – Lucy 9-2:00, Kristin will work Mon and Wed until Deborah leaves and then take over her hours
- Staffing after Covid19: Kristin's hours can go up to 20 hours, taking over some of Deborah's hours after she leaves. **This was voted on and approved by the Trustees.**
- Deborah's last day will be June 30 after 10 years of working at the library. A celebration will be delayed until we can all gather. There will be a drive by parade on 6/30 at 3:00 pm.

Friends Report: meeting delayed from June 9 – TBA

Next meeting: Thursday, July 2nd at 2:00 pm

Adjourned: 3:35 pm

