

Trustees' Meeting minutes

Sept 16, 2020 2:00 pm (via Zoom)

Approval of August minutes: approved

Correspondence: none

DIRECTOR'S REPORT: New Business:

Summer reading program: 7 children's reading logs returned, certificates to be given out via curbside delivery

TumbleBooks subscription: This has been a free trial for Richmond Library during past few months and was well received After emailed Trustee approval for this expenditure, Kristin is working on setting this up. Cost is \$999/year (\$200 of that is specifically for use through the RCS). Website will be linked through library website and RCS website and promoted by Kristin to teachers, hopefully also through their teacher webpages. Cost to be paid from materials fund.

Dr. Doyle COVID19 Zoom seminar on 9/24 at 4:00 pm: this informational seminar for the community will be promoted through the library website, the town newsletter and on the Berkshire Eagle calendar. Kathryn is hosting this on Zoom and it is being facilitated by Emilie Jarrett, RN.

Learn Ukelele with Julie : Saturday 9/26 at 11:00 am. This program is being promoted via website and B. Eagle. Participants need to register. Program will be outside.

Air Purifiers: discussion of concerns about indoor air quality, possible Covid19 transmission, need for plans in case of positive case for employee. Kristin will find a company to conduct a CO2 exchange rate test to help avoid possible Covid19 transmission before any decision is made regarding possible next step of opening in October ("by appointment" opening). Reopening "by appointment" possible by week of Oct 6th.

Book return drop box: the library's returns box has been moved to in front of the Town Hall for use as a secure absentee ballot depository. It will be returned to the library after the Nov 3rd election, but the library will continue to use "brown bagged" returns when staff is in the building.

Old Business:

Lisa's retirement gift update: discussion postponed until a future meeting

Progress on staffing and reopening plans:

- If a staff member gets ill with Covid19, Kristin will contact Emilie Jarrett, RN (town health officer)
- Next step in reopening will be that "by appointment" patrons will be allowed in, with a limit of 6 at a time, enabling visitors log (destroyed after 2 weeks) to be maintained in case contact tracing is needed.
- New schedule (with 2 staff in the building at a time) will start when patrons are in "by appointment" as follows: Tues – Kristin/Lucy, Thursday – Kristin/Monique, Saturday – Candy/Lucy
- Post-reopening possible scenarios prompting need for closing:
 - Staff member positive with Covid19 – closed for 2 weeks
 - Cluster of cases in Richmond or Richmond area towns – per advice of Board of Health
 - Positivity rate over 2% in Berkshire county – watching stats from state
 - Town Hall or RCS school closing

Friends Report: Annual meeting was held on 9/26. There are currently 81 Friends members.

Municipal Building Committee: next meeting to be held on 9/22 at 5:00 pm (via Zoom) for decisions on next steps.

Adjourned: 4:00 pm

Next meeting: October 8, 2020 at 2:00 pm via Zoom