

MINUTES
LIBRARY BOARD OF TRUSTEES MEETING
Monday, March 30, 2020

Meeting was conducted via Google Meet, an online meeting platform where Ellen Snoeyenbos, Library Director presented 18 Google Slides, pertaining the meeting's agenda, to those in attendance.

Attendance: Trustees: Scott Ames, David Church, Marian Goode, Kristine Roberts, Library Director, Ellen Snoeyenbos, Assistant Director, Laura Williams. The meeting was called to order at 10:01 a.m. by David Church.

Minutes: Minutes of January 8, 2020 and February 12, 2020 were reviewed
Motion to accept January and February minutes as they are written:
Roll Call Vote Taken by David Church. It was approved unanimously.

Monthly Reports: The following reports, for the month of February, 2020, were reviewed, discussed and accepted; Financial Report (by Ellen Snoeyenbos), Circulation Report (by Laura Williams), and Director's Report (by Ellen Snoeyenbos.) A motion was made by David to accept the reports as written, it was seconded by Marian. It was approved unanimously.

Unfinished Business:

- Flooring update: Side entrance and bathroom floors have been installed on Saturday, 3/28/2020 and the project is completed.
- Window update: Question raised of if budget should be allocated now to pay for the broken window. Trustees unanimously agreed to have a car wash and candy/bake sale in future to raise funds to pay for the broken window.
- 30th Anniversary Party Update - Due to COVID- 19, party may have to be postponed from original date due to closures affecting other town events
- Trustee Voting Update: Due to COVID-19, unclear if town elections will be held in April 2020

New Business:

- COVID-19 has caused the West Bridgewater Public Library to be closed to the public as of Monday, 3/16/2020. Timeline to reopen the Library is unclear at this time due to evolving news related to Covid 19.
- Due to COVID-19 all Library staff have been working from home and/or have been working alone in the library building, as to socially distance themselves from others. Ellen and Laura are in touch with staff about their daily tasks and duties as they work from home. Outreach to patrons via two weekly e-blasts, Facebook posts and electronic resources such as Hoopla, Kanopy and Libby are being advertised to patrons so that they may access content online.

- Ellen has been in touch with REACH and the West Bridgewater Food Pantry to see if the Library may be of assistance in their efforts.
- Laura described an art project idea that she will pitch to the West Bridgewater High School Art Department for students to create art for the gallery naming for the 30th anniversary party.
- Due to COVID-19 and the need of social distancing, A motion has been made to have Scott Ames be the designated signer of the warrants until the trustees vote on this matter again. David raised the motion and it was agreed to unanimously. Scott will perform this duty by making electronic signatures.

Next Meeting: Wednesday, April 8, 2020

Adjournment: A motion to adjourn at 10:36 am was made by David, seconded by Kristine.

Respectfully submitted,
Laura Williams