

Hall Memorial Library  
Board of Trustees Meeting  
93 Main Street  
Ellington, Connecticut  
Minutes  
June 9, 2020  
7:00 p.m.

- I. Call to Order with ZOOM conference call  
The meeting was called to order at 7:04 p.m. by Chair, Mary Blanchette. In attendance: Peg Busse, Judy Stomberg, Director Susan Phillips and Recording Secretary/Bookkeeper Rhonda Villanova; on Zoom: Janet Wieliczka, John Halloran, Mary Cone, and Gabbi Mendelsohn.
- II. Citizens Forum – no one present
- III. Approval of Minutes  
Motion to approve March 10 meeting minutes, with the corrected amount of \$11,781.64 for income from Minigolf: Judy 1<sup>st</sup>, Mary C. 2<sup>nd</sup>  
All in favor, motion approved.  
  
Motion to approve April 21 meeting minutes: Mary C. 1<sup>st</sup>, Gabbi 2<sup>nd</sup>  
All in favor, motion approved.  
  
Motion to approve May 19 meeting minutes: Judy 1<sup>st</sup>, Janet 2<sup>nd</sup>  
All in favor, motion approved.
- IV. Treasurer's Report  
Income received noted a distribution from the Harriet Fowler estate.
- V. Current Budget  
Sue reported the amount for materials is up as anticipated due to the purchase of additional ebooks. She was told to report on anything above and beyond the usual expenses during this time and note FEMA. The library has been supporting the schools/distance learning through the online access.
- VI. Director's Report  
Library hours for curbside pickup have been expanded to include Tuesday and Thursday evenings til 8pm, and Saturday morning 10-1. In addition to increased service hours, this allows for employees to come in their normal hours and spread out the number of people in the building. The quarantine period for returned materials has been adjusted from 9 days to 3 days per the CDC. There are still story times online, an increase in request for Tax Forms, curbside service continues, and 17 notary requests handled.  
  
Staff from the Fire Marshall's office measured the building to determine occupancy. Through April/May, the library has provided 2,976 items via 847 pick-ups. A notice was placed in the Journal Inquirer stating our available services. There was a noticeable uptick in requests. The new hours were also recently advertised and the library is seeing increase during that time as well.

Statewide delivery has resumed. The State Library has provided a large outdoor bin to house the transported materials to allow more flexibility for that service. Most of the staff is back except for seasonal people.

Reopening Plans: The Library building will open to the public on July 6, along with other Town services, with normal summer hours. People will be allowed in, no appointments will be required, no counting is planned. The main reading room will have furniture removed. Marks will be placed for people waiting in line. The coffee bar will be removed for now. Sitting and congregating will not be encouraged. Plexiglas is up around the entire front desk and children's desk. The computers still need to be addressed; 4, not 8 computers will be available with Plexiglas between PCs, 6 feet apart and plastic over keyboards for easy cleaning. The Reference desk will not be manned because it cannot be adequately shielded. In the Children's Room toys and leisure seating will be stored away and computers will be limited. Water fountains will not be available, but water bottle filler will be available. The rest will have to be figured out as we go.

Staff will be responsible for cleaning circulation areas and computers in between patrons. Public Works staff will wipe bathrooms, doorknobs, etc., at least twice during the day around 12:30ish and 5:00ish, in addition the regular thorough cleaning before the building opens. The DPW will provide cleaners, sanitizers, and gloves. A supply of disposable masks have been obtained, and staff will identify and obtain masks for themselves and the library will reimburse.

The library will continue curbside service for those who still prefer not to come in to the building. Returns will continued to be accepted in the outside drops only to continue the current cleaning/quarantining procedure. Signage will be needed to explain changes to the patrons.

Peg Busse had concerns regarding newspaper readers. Sue said that guidelines for various materials are still being worked out, and reiterated appropriate actions will be taken so patrons can be served safely.

Sue passed out a document, "Expectations of Behavior" for this stage of reopening that focused on Personal and Social Responsibility. The guidelines will be posted for patrons. The board members had a discussion regarding the wearing of masks. The consensus, for now, is to require masks be worn. The statement was endorsed.

#### VII. Friends of the Library

Peg Busse gave the status of the Book Cellar. Reopening plans are still being thought out, with hours by appointment only, per person or per family in ½ hour timeslots. They will be buying PPE (hand sanitizer, masks, gloves) for Cellar workers. A volunteer has stepped forward to help sell. There will be no October bag sale. There will probably be no cookie sale in December or minigolf next February. The Friends fiscal year ends in May. The FOL treasurer will file the forms to the state and close the books, and the audit will be scheduled. FOL has received \$1,790 in memory of Aileen Halloran. They will talk to John and their family on how to spend the money given in her memory.

When the board was asked if they had any ideas going forward, Gabbi suggested a virtual book sale with online bidding.

VIII. Old Business

Update on Summer Programs: Sue spoke about the collaboration with the Ellington Trails Committee and the two outdoor programs at the Batz Property. Outside activities are planned for the yard at 99 Main Street. The DPW is on board, already creating a pathway through the arborvitaes to create a safe path to the area to be used. There will be electricity. Tim Adams from Center School will be coming to help with the sound system (includes speaker, mics). There will be more things to announce by the July 6<sup>th</sup> opening. Everything will need to be flexible, have backup dates and/or plans. There will be no programming inside. Pat's online story hours will continue. Michelle Farella will be doing a Facebook Live story time on Saturdays through the summer.

IX. New Business

Approval of authorized raises: Raises of 2.75% for library staff, excluding the Pages who make minimum wage (raises are driven by State, going from \$11/hr to \$12/hr on 9/1/2020) and the four employees on probation (which will go through after 6 months/Aug 2020).

Motion to approve: John H. 1<sup>st</sup>, Janet 2d

All in favor, motion approved.

X. Trustee Concerns

Mary Blanchette made a point of mentioning what a good job the staff was doing throughout the shutdown and moving forward.

XI. Correspondence

Sue reported that the library was named as a beneficiary of the life Insurance policy of Bob Hasselberger. The insurance company is requesting a statement on company letterhead be sent naming the person to sign on behalf of the corporation. Mary Blanchette will write a letter designating Susan Phillips as the authorized signer.

XII. Adjournment

Motion to adjourn at 7:58 p.m.: Mary C. 1<sup>st</sup>/Janet W. 2<sup>nd</sup>. All in favor, motion approved.

Submitted by  
Rhonda Villanova  
Recording Secretary