

Fair Haven Library Board of Trustee's Meeting

June 10, 2020

The meeting was called to order at 5:00 PM by President Henry Spang. Trustee's present were Randy Lawrence, Joan Spang and Library Director Allen Tompkins. Trustee Matt Osterhautt was excused for travel and Trustee Jean Wilkinson was excused for a family illness. No public were present.

SECRETARY'S REPORT: Minutes of Trustee's meetings on Jan 8, 2020 E-mailed to Trustee's on Jan. 13 and the Trustee's meeting held Feb. 12 E-mailed to Trustee's on Feb. 14 were reviewed. Randy motioned to approve, Joan second, motion passed unanimously. The meeting scheduled for April 8, 2020 was cancelled due to Covid-19.

TREASURER'S REPORT: Report was previously E-mailed to Trustee's. In Jeans absence, Allen commented that there is a loss in LLSA funding of 2.6% with additional funding loss of 20% in April. We will also lose funding from fines averaging \$30.00 per month during library closing due to Covid. Joan motioned to accept the Treasurer's Report, Randy second, motion passed unanimously.

PRESIDENT'S REPORT: Hank reported the update of our Bylaws that were last updated in 1993. Bylaws are attached and revisions were made to item II. Object – to note the library is “ housed in a municipally owned building free for public use in the chartered area”. Fair Haven is the only library in the FLLS System with this arrangement. Also revised was item IV. #2. Noting the month the annual meeting is held is Jan. Hank asked for a motion to accept the Bylaw revisions. Randy so moved, Joan second, motion was passed unanimously.

Hank presented the list of Safety Items submitted to all FLLS Libraries for guidance during reopening of Libraries. Alan noted volunteers are considered “staff” and he will be meeting with each volunteer/staff to explain all requirements. Safety Items to be followed are attached.

Hank noted that the yearly evaluation of the Director will be done at the Oct. 7 meeting and he will be E-mailing forms for Trustee's to complete.

DIRECTOR'S REPORT: Alan's report is attached. He commented on #2. That in Jan.- March 16 all was going well. #3. He commented on our loss of the Mini-Grant due to budget cuts, extended deadlines, many libraries didn't have time to obtain letters of support and social distancing requirements. Alan reported that he will be doing a virtual Summer Reading Program thru READ squared. There will be 4 prizes of \$30 each to be given through a drawing.

Alan is collecting supplies for our reopening, setting procedures for Curb-side pick up program while training volunteers. He will be purchasing two public computers and one public laptop – note item #9. Hank asked for a motion to purchase the computers. Randy so moved, Joan second. Motion passed unanimously.

NEW BUSINESS: Alan reviewed our Reopening Plan that must be kept and filed on site. This plan will not include specific dates, times or hours. He will start with curbside pick-up probably July 6 allowing patrons and volunteers to become comfortable with new procedures. He will have appropriate signage, masks, sanitizers, gloves. FLS will not be using the "Hold" system so patrons will have to select from our local collection. Books being returned must be quarantined for 72 hours. There will be no in person programming. Hank asked for a motion to accept the Fair Haven Public Library Reopening Plan as presented. Randy so moved, Joan second. Motion passed unanimously. Hank asked for a motion to accept the Summer Reading Program as presented. Randy so moved, Joan second. Motion passed unanimously.

OLD BUSINESS: A volunteer donor will take care of the tree situation to the North of the Library.

Alan is writing a "thank you" to Buck Hornburg for his estimate for tree trimming.

Alan will also write a "thank you" to people who wrote letters in support of our Mini Grant proposal.

Next meeting will be Oct. 7, 2020 5:00 PM in the Library.

Joan made a motion to adjourn. Randy second. Motion passed unanimously. Meeting adjourned at 6:30 PM

Respectfully Submitted,

Joan Spang