

**Bentley Memorial Library Board  
Regular Meeting  
Tuesday, July 14, 2020**

**1. Call to Order:**

Ms. Holliman opened the regular meeting at 4:00PM via Zoom (meeting will be audio recorded).

**2. Attendance:**

Present at the regular meeting were board members Kelly Goldsnider, Loni Hryn, Rebecca Holliman, Dot Neil, Brook Nowak, Polly Silva and Library Director Liz Thornton. Absent with notice was board member Claire Fazzina.

**3. Approve minutes of the Regular Meeting June 9, 2020.**

Minutes of the Regular Meeting June 9, 2020: A motion was made by Ms. Silva, seconded by Ms. Neil to approve the minutes as presented; changing the next meeting date to July 14, 2020. The motion passed unanimously.

**4. Correspondence:**

A message was received from patron regarding the Animal Embassy Program.

**5. Review of Monthly Library Statistics:**

Ms. Thornton distributed June 2020 Statistical Report to board members via email. Numbers are reflective of the library's closure. Staff continues to weed collection and there was very little ordering in the month of June.

**6. Review of Library Budget Summary Report:**

Ms. Thornton is working on closing out Library Budget for fiscal year 2019-2020. Budget for fiscal year 2020-2021 is \$292,286; Ms. Thornton noted budget approved is amount requested.

**7. Director's Report:**

- Ms. Thornton announced the retirement of Linda Murphy, who has worked at the library for approximately thirty-six years. Best of luck Linda!
- Bibliomation, Inc is upgrading their system to enhance speed, security and capacity. Information regarding Bibliomation Inc. Benefits of Membership was distributed to board members via email.
- The library is receiving C-car deliveries three times a week since the beginning of June. Interlibrary Loan has resumed and Bentley is now responding to out of town requests. Bibliomation pull list requests from out of town borrowers resumed July 6.
- Zoom storytime will resume once the library has the equipment to conduct them in house. Animal Embassy Zoom Program was excellent. The library has distributed eight free Dr. Seuss books with craft kits. The library is offering Grab and Go Bags with subject books. Bolton Senior Center and the library are working together on a summer reading program for adults "Cabin Fever".
- Library staff continues working with the series project and weeding both adult and juvenile fiction. Pages are back to work. Ms. Thornton reported "staff has stepped up to the plate and working together as a team".

- The library newsletter is emailed weekly to patrons with email addresses on file; this will change to biweekly or monthly after Labor Day.
- American Library Association reported that during the pandemic 90% of libraries have been closed.
- Penguin Random House and MacMillan have extended their temporary license until August 31, 2020.
- Re-opening Plan was developed with a July 20<sup>th</sup> physical opening. Fire Chief is researching maximum capacity and Ms. Thornton has reached out to Robert Miller, Director of Eastern Highland Health District. At this time Town Administration has set maximum capacity at 5 patrons. Bentley Memorial Library reduced schedule for re-opening was distributed to board members via email.
- Precautionary measures are in motion, such as moving copier to give more space by entry, sanitizing the library, shields at circulation desk, social distancing floor signs were installed, book sale books removed, water fountain is available for bottle refills only, most chairs in library were removed and all computer and restrooms are unavailable to patrons.
- Ms. Thornton created a list of talking points for staff when responding to inquiries; this was shared with board members via email.
- Bentley Memorial Library is now Self-Certified as to meeting the Governor's reopening requirements. The badge is posted in the library. A List of Certification Requirements was distributed to board members via email.
- Copy of Director's Report distributed to board members via email, mentioning how staff and patrons are developing new skills and are adjusting to adapting and embracing change quickly.

**8. Old Business:** None

**9. New Business:**

Bentley Memorial Library Re-Open Plan: A motion was made by Ms. Silva seconded by Ms. Neil to approve the Library Re-Open Plan as presented, the plan will be reviewed to address any changes made by Governor. The motion passed unanimously.

Election of Bentley Memorial Library Board Officers: A motion was made by Ms. Goldsnider, seconded by Ms. Silva to re-elect the following board members as officers: Rebecca Holliman, Chair; Loni Hryn, Vice Chair; Kelly Goldsnider, Secretary and Dot Neil, Treasurer. The motion passed unanimously.

**10. Adjournment:**

A motion was made by Ms. Goldsnider, seconded by Ms. Silva to adjourn the meeting at 5:10pm. The motion passed unanimously.

The next meeting date is August 11, 2020 at 4pm.

Respectfully Submitted,

Kelly Goldsnider  
Bentley Memorial Library Board Secretary

Please refer to minutes of subsequent meeting for any addition or correction to these minutes.