

**Library Board of Trustees
Griswold Memorial Library
Meeting Minutes
September 8, 2020, 9:00 am**

I. Call to Order

Meeting called to order at 9:08am. Roll call ~ Trustees: Nancy, Cheli, Betsy, Betty, Jill, Mike; Library Staff: Chelsea, Kate.

Team agreements.

II. Approval of Meeting Agenda

Betty so moved. Meeting agenda approved.

III. Approval of Meeting Minutes

Betty moved that the suite of minutes from December 2019 through July 2020 be accepted. Nancy seconded. All minutes approved unanimously.

IV. Reports

a. Director's Report

From Chelsea: Gratitudes; Nick has been contacted about hosting the big tent in the Library backyard, as patrons want more outdoor seating; the art appraisal report should be finished later in the month; Scott Barrows asked to help build a pavilion at the Library; the "Open" flag arrived and more people have stopped because of it; the Summer Reading Club concluded with less than 10 happy participants, the low number is likely due to outreach limitations during the pandemic; talked with Melissa Pinkus of CFCE about creating a story walk on library grounds; considering other ideas to support early literacy like book club in a bag; an LIW collaborative program featuring Archer Mayor (who has a new book being published) will be held on Zoom on September 29; Mango subscription was renewed; Heritage Quest, an ancestry records and genealogic research program, is a possible resource for the GML.

Chelsea is working on leveraging Wowbrary. Betty suggested changing the headline and linking to the Facebook page. To get more people to sign up to receive Wowbrary, Kate suggested asking people when they renew their library card or when getting a new card; Betty suggested adding a link on the website page. To receive weekly Wowbrary emails go to www.wowbrary.org and click on Sign Up.

Betty so moved to accept Director's Report. Betsy seconded. Director's Report accepted.

b. Treasurer's Report

From Betty: Finished Fiscal 2020 report; still working on bills missing for 2021; the miscodes are straightened out. Betsy moved to accept the Treasurer's Report. Nancy seconded. Treasurer's Report accepted.

c. Governance Committee – Anti-racism and inclusivity policy (Vote)

A condensed version of the draft was discussed as was a working title. Betty moved to accept The Griswold Memorial Library Statement on Social Justice and Equity. Mike seconded. Adopted on September 8, 2020.

V. Ongoing Business

a. Covid-19

Sandri looked at the ventilation to determine what is best, especially with winter coming - filtration is important. The next step of the phased reopening is express browsing. With an HVAC system in place, one person or one pod could browse while wearing masks, there would be no seating, and browsing would be done with eyes not hands. Materials quarantine is being extended to a week instead of 72 hours as recommended by REACH. It was suggested that patrons be reminded they may check out items from the Library of Things. Nancy is working on a new graphic and branding to help with this.

b. Strategic planning

Chelsea coded all the strategic planning “homework.” Draft priorities are to stay true to our roots, plan for the future, and take care of business. Betty moved we accept the draft of the strategic plan. Mike seconded. It passed unanimously.

c. Building and maintenance

Charlie Bush may be interested in refinishing the door; Mike Slowinski might know someone who can paint the fence; the sign out front needs updating; mold on the cement needs to be dealt with; Sandri recommended a plasma generator and HVAC system to upgrade the ventilation. Chelsea will ask if MEMA might reimburse the Library for the ventilation upgrade as it is part of establishing covid-safe indoor space. Betty moved that the GML proceed with the recommendations of a plasma generator and HVAC system that is estimated to be about \$2800, and would be funded from LIG/MEG funds as well as possible reimbursement by MEMA.

VI. New business

a. Local history

A second letter of complaint from Muriel Russell was discussed. It was decided that this time the Trustees would send a response and include the following: recognition of Muriel’s dedication to Colrain’s history, assurance that *The Scotch-Irish: A Social History* is being replaced with a new copy, an explanation of the collection development policy, and a reiteration of the GML’s commitment to preserving historic materials and how digitizing is part of that preservation process.

VII. Adjournment

Meeting adjourned at 11:26am.

Next meeting scheduled for Friday, October 9, at 9am.

Respectfully submitted by Cheli Mennella