*Richard Sugden Library*

*Trustees’ Meeting*

*July 20, 2020*

*In Attendance:*

Cheryl A. Donahue, Director

Katie Smith, Children’s Librarian

Mary Anne Slack, Chair

Alyson Russo, Trustee

Lynn Dobson, Trustee

The meeting was called to order at 4:30 PM.

Lynn made a motion to nominate Mary Anne Slack as the new Trustees Chair. The motion was seconded by Alyson Russo. Motion passed unanimously.

Children’s Room Report:

* In compliance with library policy all books are quarantined for 3 or more days.
* There are no plush furniture or toys in the children’s room
* 58 toddler/pre-K programs were offered from April 10- June 30 plus 44 programs are scheduled for July and August.
* Three Imagination Station videos on YouTube are available for viewing with more to come!
* Teen Mania You Tube videos have had no response at this time
* Invitations to teens to participate in writing, Dungeons and Dragons and the Haunted History walk research has yielded no responses at this time.
* There was no response from the Kindness Rocks for the garden email.
* Grab and Go packets have been made for pre-k - grade 5 .
* Summer programming has been postponed.
* A new iPad will be ordered to replace one that does not work.
* Katie is reviewing for purchase new seating which can be easily cleaned.

Director’s Report:

* Cheryl Participated in a Department Heads meeting remotely on June 25th.
* Cheryl attended a webinar, “Supporting Digital Users.”
* Cheryl attended Town Meeting on June 30th.

Programming:

* Wendy O’Leary’s “Pause” meditation program is held remotely on Tuesday morning.
* Library staff has offered remote programming through FaceBook
* Communication with patrons continues through “Constant Contact”.
* Curbside services began on June 8th. It has been well received.

Building:

* Guardian updated the library’s firewall.
* Outdoor furniture funded by a grant was delivered to the library.
* MPC readied the air-conditioning system for the summer. Repairs to the boilers will be done in the near future.
* Jon Stehr has started installation of service desk shields.
* Cheryl has been informed by Bill Krukowski, Superintendent of Utilities & Facilities we are on hold for the roofing project until the town learns if it received a grant for gutters.

Lynn made a motion to add Alyson Russo’s name to the Trustees’ account at Cornerstone Bank. Mary Anne seconded the motion. Vote was unanimous.

Meeting adjourned at 5:33 PM

Next meeting: August 10, 2020 at 4:30 PM.