

*Richard Sugden Library  
Trustees' Meeting  
September 21, 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.

Alyson made a motion to accept the minutes from the August 10, 2020 meeting.

Lynn seconded the motion. Vote was unanimous.

Children's Room Report:

- Community Connections is unable to come to the library for programming at this time. Katie is forwarding programming flyers from Community Connections to her story hour list. An example of a program is a Book Walk at Brookfield Orchards. The last of the Grab and Go themed kits are available as of 9/21/20.
- Katie will send out Story Time ideas using Constant Contact.
- For the Teens, Amy is offering a virtual book club.
- Amy is also offering Halloween mask making kits for both k-5 and the teen group.
- Amy is creating a virtual scavenger hunt using Eric Carle's blue horse cutout.
- Katie is checking in with the Cultural Council to be sure she is in compliance with the rules to reschedule the summer reading grant performers.
- Katie has purchased a new iPad. Now she is trying to retrieve her old apps.
- Katie will attend a virtual workshop on employee communication.
- Debbie Kirk has agreed to repaint the Children's Room sign.

Director's Report:

- Cheryl will attend a Department Head meeting remotely on Sept. 23, 2020.
- On Sept. 29<sup>th</sup> Cheryl will attend a Zoom Library Directors' meeting. A large number of libraries remain closed.
- Curbside delivery continues M-Th along with phone services.

- Constant Contact is used to communicate with patrons.
- Wendy O'Leary continues to offer "Pause" meditation remotely.
- There was a vapor noticed by D. Farmosa and K. Smith. The fire dept. and electricians were called in to determine if there were any problems. The chemical smell resulted in staff experiencing issues. MPC came and found nothing. There could be glycol still in the system.
- Only one of two boilers is working at this time. Bill Krukowski will work with MPC to address this latest malfunction.
- A motion was made by Alyson to close the library on December 24, 2020. The motion was seconded by Lynn. Vote was unanimous.

Meeting adjourned at 5:35 P.M.

Next meeting is scheduled for Monday, October 19, 2020 at 4:30 PM