Aquinnah Public Library Trustees' Meeting Minutes As Amended Thursday, October 29, 2020

Meeting Convened: 9:35 a.m.

Present: Heidi Vanderhoop, Margie Spitz, Trustees and Rosa Parker, Acting Library Director

<u>Previous Minutes</u>: Approval of September minutes postponed pending attendance of both Heidi and Faith.

Gifts: None.

Old Business:

- Covid-19 On October 21st, the library underwent a deep cleaning. The library's schedule of regular cleanings is not yet definitive. Natalie continues to empty trash and recycling and other minor janitorial tasks.
- Library Director Qualification The University of Massachusetts has not yet entered Rosa's CCC(C) credits despite the fact that they were received September 23, 2020. She is still not sure yet how many credits will be assigned but still expects to know before Christmas. Heidi has still not been contacted regarding the current CCCC credits. Mary Rose Quinn of the MBLC has asked for an update on Rosa's education status. Heidi will contact her.
- 3. Financial Report Our auditors, Roselli, Clark and Associates were on site the week of September 28th. The Town Accountant gave Margie contact information for Chad Clark with whom she spoke by phone on September 29 (see attached). She explained the problems we had been having with the lack of reporting and the difficulties with confirming revenue. He suggested that all revenue pass through the Library Director and be recorded on Library turnover sheets. He also recommended that Rosa have access to the Accountant's ledgers for library accounts on a read-only/print only basis.

Margie also forwarded the FY2020 Expenditure, Revenue and Fund Balance reports to Rosa and reported on them.

- There is \$666 left in a general fund Dog license appropriation that should be spent and closed out in FY21.
- Revenues dropped dramatically in FY 20. (FY 18 Gift fund \$8,000; FY19 Gift \$11,000)
- 4. Beth Green will again be contacted regarding CPC money for the south entrance.

5. Verizon has not responded to Rosa regarding the purchase and service of hot spots. Trustees encouraged her to persist since these are necessary schooling tools for students who don't have internet service at home during the pandemic.

Fund

New Business

- 1. Rosa requested \$2,900 in programming funds from the Friends of the Aquinnah Library at their October meeting.
- 2. The MVLA met twice since our last meeting. At the most recent meeting, Oct. 23rd, they (discussed) expand(ing) curbside service and begin(ning) appointment-based service in mid-November. Heidi said she supported opening the library in this manner as soon as possible, particularly for the children.
- 3. Trustees voted to append a Covid-19 section to the Library Policies and Procedures. This section would be in effect only as long as the virus is of concern. It will outline precautionary measures such as required mask-wearing, hand-sanitizing, limiting the number and nature of patron pods using library at one time, etc.

Next Meeting: November 19, 2020 at 9:30 a.m.

Meeting Adjourned: 10:45 a.m.

Respectfully submitted,

Margie Spitz, Secretary