

Aquinnah Public Library Trustees Meeting
Minutes Draft
Thursday, June 25, 2020

Meeting Convened: via Zoom 12:40 p.m.

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

Review of Previous Minutes: No minutes were reviewed or approved.

Old Business:

1. It was decided that Trustees were comfortable with the Phases as described in the all-Island plan, but that Rosa could modify them as needed to fit the requirements of our smaller library. No formal vote would be necessary. The current Phase 2 arrangements are that books are lifted from the drop off on T, Th and Sat. and quarantined separately on a table in the main room. People can call to arrange pickup or come between 12 and 4 on those days and the books will be put out on the deck.
2. The delivery system for book requests is not quite running smoothly yet. It has resumed for books our residents request, but we do not yet return those books to off-island libraries.
3. All the Island libraries quarantine their bags up front for a week, before sending to other Island libraries. The bins going to off-island libraries are currently being held.

New Business:

1. Jay has contracted with a company to clean the Town Offices and the Library. They will clean 3 times weekly on Monday, Wednesday and Friday. The first cleaning will be a deep sanitizing. Unclear when starting – Margie asked that Rosa get a copy of the contract for us.

Natalie is emptying trash as far as Rosa knows.

2. Town Meeting approved a total library budget of \$158,347. Rosa worked with Emily to clarify the numbers.
3. Margie suggested the Board and Director go over the division of duties and responsibilities in the Trustees Handbook. Heidi suggested we postpone until Faith can attend the meeting and that we should address only one or two bullet points per meeting since she preferred short meetings.
4. She asked that we try to limit meetings to 1 hour and that meeting times and dates be set firmly and members should try to fit their schedules around those times. Summer scheduling may be a little more flexible,

but by September, we should fix a single day each month, as was previously done, and stick to that day.

5. Rosa will have the FY20 expenditures before the end of July and will forward the reports to us by email as soon as she does.

Next Meeting: July 30 at 9:00 a.m.

Meeting Adjourned: 1:20 p.m.

Respectfully submitted,

Margie Spitz, Trustee