

Aquinnah Public Library Trustees Meeting
Minutes Draft
Thursday, June 3, 2021

Meeting Convened: via Zoom 9:55 a.m.

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

Review of Previous Minutes: Minutes for 3-25-21 were approved by Faith V. and Heidi V. with Margie S. abstaining.

Old Business:

1. Rosa reported that 2 temporary employees were hired during our short- staffing period.
2. *Rosa sent an email to the Trustees before that meeting announcing that she had completed her college course work and should be receiving her diploma in a month or two. She will give the Trustees a copy and send one to the MBLC as well.*

The painting job was completed and the new doors installed and a \$6,075.00 bill for the painting was submitted to be paid from the Special Revenue Library Gift Fund.

She also told us that our library would have a soft opening for “express service” on May 25, 2021 and would be officially announced in our June newsletter. No appointments will be necessary and visits will be limited to approximately 30 minutes.

3. Rosa expects to receive Permanent Director Verification from the MBLC when she applies for the Sub-Professional Certificate of Librarianship.
4. A \$675.00 bill for painting the new door and interior trim will be submitted for payment under the CPA grant. Before it is approved, Rosa will ask M & N Partners, Inc. to correct some areas which still needed to be painted.

New Business:

1. Procedures for the new, post-Covid protocol were discussed. The Trustees asked Rosa to provide children-sized masks available at Conroy's Apothecary. We suggested a sign on or near the entry door asking patrons to Please Knock and Wait for Someone to Greet You. (This was to avoid overcrowding inside the building). It was agreed that there should be a limit to the number of people or groups in the building at any one time but no formal vote was taken.
2. Rosa intends to keep one of the temporary workers on to fill the

Assistant position this summer since she is already familiar with the work and willing to continue. Rosa plans to advertise in the Fall if the hiring freeze has been lifted.

3. Rosa would like to replace the deck furniture we have with something more comfortable. Margie said there can't be cushions unless the staff is instructed to put them away when the library is closed in a secure, mouse- and weather-proof place.
4. There was some discussion of also buying a table and chairs which could be used on the deck or in a new area to the West of the building near the pond. No decisions were made.

Next Meeting: July 1, 2021 at 9:30 a.m.

Meeting Adjourned: 10:40 a.m.

Respectfully submitted,

Margie Spitz, Trustee