

Aquinnah Public Library Trustees' Meeting
Draft Minutes
Thursday, September 3, 2020

Meeting Convened: 9:05 a.m.

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

Previous Minutes: Minutes of July 30, 2020 approved by Heidi.

Gifts: None.

Old Business:

1. Rosa updated #1. of July minutes to state that all libraries are sequestering books for 7 days before distributing.
2. Rosa reported that Jay told her the cleaning company had never begun cleaning and the Town had not engaged an alternate company. Throughout Covid-19, no cleaning services other than Natalie Belain's have been offered to the library. Margie said that was not safe for employees and that the current arrangement for procurement of services did not seem to be working well. No one knew if Jeffrey had hired a company to clean the Town Hall or Police Dept. **Heidi said she would ask him.**
3. Rosa explained that Nancy Leport has been asked to notify Rosa whenever gift money is turned over directly to the Treasurer or to give it to Rosa.

---- Faith V. joined the meeting-----

4. She still has not received any accounting from the Town Accountant for this year or a final accounting for FY19.

5. Trustees' Handbook – Duties and Responsibilities

The Board addressed Category 1, Legal Responsibilities this month. Margie will discuss financial issues with Sibel Suman and, especially, Emily Day. Heidi will discuss all other issues with Jeffrey as needed. Margie pointed out that the Board is responsible for the custody and management of the library and that certain policies put in place in the last few years have seemed to charge the Selectmen and Administrator with those tasks, so we will have to actively engage those parties in every discussion regarding the library in order to regain the control required by Mass. General Law.

New Business

1. Margie said she would like to see services to the public resumed during all the hours for which the library was open prior to Covid-19. 2-7 pm Tuesdays and Thursdays and 10 am – 4 pm on Saturdays. This would include manning the phone to take book reserve orders, providing any research information requested, advice on choosing books and other materials, taking and making suggestions for programs,

etc. She indicated that, since there was still generally only one person working in the library at a time, this would mean that employees would still be working a maximum of one day, but being paid for their usual 2- or 3-day work week. She felt that should create no hardship and would provide the public with the service they deserve. Rosa felt that not too many people were using the library and employees would be sitting there with little to do. She also said that the other island libraries were all only providing contactless book pick up and drop off from 12 to 4 pm. Margie felt that if we offered more, the public would use us more often. **The Board voted unanimously to ask Rosa to seriously consider providing more service to the public.**

2. Rosa has begun work on the ARIS report for the State.

3. Rosa reported that she attended the MBLA meeting on Friday, Aug. 28. They are still going to coordinate with the school opening schedule as it develops. This will mean that contactless pickup and dropoff will continue throughout September and will be reassessed at the beginning of October. The libraries have decided to make available one-on-one on-line tutoring for students. Currently, they have a specific program in mind.

4. Library Director Qualification

Rosa said Covid-19 has not disrupted her schedule of study for qualification since her courses have all been on-line. She is currently enrolled in a Life Experience course which will determine how many credits she will be awarded towards her degree for previous work performed. The course ends in early December and she will then know exactly how many additional credits she has. In her letter to Heidi, Mary Rose of the MBLC, had said that Rosa's deadline could potentially be extended to May or June of 2021 if she was within one semester of graduation by December.

The Trustees asked Rosa to provide an update in writing by the next meeting.

Next Meeting: September 24, 2020 at 9:00 a.m.

Meeting Adjourned: 10:10 a.m.

Respectfully submitted,

Margie Spitz, Secretary