

Pope Memorial Library
Board of Trustees
Draft Meeting Minutes
May 4, 2020

There being a quorum present, the meeting was called to order via Zoom at 6:05 pm.

Members Present: Liz Prohaska, Nick Flanders, Judi McAlenney, Gail Calkins, and John Blackmore

Others Present: Dee Palmer- Director

Spirits of Vermont

1. Postpone or Cancel the Event: Liz proposes to cancel Spirits of Vermont 2020. John moves to cancel the event. Gail seconds the motion. The motion was passed unanimously.
2. Letters to Sponsor and Vendors: Liz will write a letter to our Sponsors and Vendors of the event, informing them of the cancelation.
3. What do we do with the Sponsor money that we have already received? In the cancelation letter, we will offer the Sponsor's a refund, a deferral to next years event, or for the money to be donated to the library.
4. What do we do with the raffle items? We will offer the raffle items to be returned, donation to next years event, or to be raffled off at a future library fundraiser this year.
5. Cancel Pavilion: Dee will take care of this
6. Advertising that has already taken place: Liz will contact Joe's Pond Newsletter, Kingdom Guide, North Star, and Flex.
 - a. Update via email:
 - i. Joe's Pond Newsletter: It has already been printed, but Joanne will update the blog and the Joe's Pond Website for us.
 - ii. Kingdom Guide: It has already been printed but it will be beneficial to put something in the North Star.
 - iii. North Star: We held the Ad for May. We will think about running an updated cancellation Ad in the June or July paper.
 - iv. Flek: Liz spoke with Keith and we will hold the design and pick up next year.
7. How do we update the public: We will put an Ad in the North Star and in the Caledonian. We will also update the PML website and Facebook page.
8. Do we want to transition this fundraiser to a FaceBook Fundraiser? To be discussed at a later date. We will focus on getting the word out about Spirits of Vermont and concentrate on the plant and bake sale for now.

Corporate Resolution to Borrow/Grant Collateral: Library Loan

- John moves to accept the loan document as written. Judi seconds the motion. The motion passes unanimously.

Plant Sale:

- Dee will email other libraries and find out what and if they are doing in person or online fundraisers.
- Update via email: The Pope Memorial Library will have a plant and bake sale on May 30th on the Danville Green. Dee will get the word out.

Curbside Pickup and Delivery Procedures:

- Building usage: The library is not open to the public. Only employees and volunteers may enter library. Only one person may be in the library at any time. Anyone in the library must have finished the COVID-19 VOSHA training, must fill out the health log at the circulation desk and must sanitize at the beginning, middle and end of their shift.
- Requests: Requests will be taken by phone or e-mail and will be filled on Monday, Wednesday and Friday. We will only fill requests for materials available in the library. All books will be placed in a plastic bag, stapled with the patron's name on a slip of paper. Pickup requests will be placed in the plastic bin in front of the library. Delivery requests will be dropped off, but not handed to the patron.
- Returns: Materials may be returned to the drop box. When taking books from the drop box use gloves reserved for that purpose only. Leave materials to sit undisturbed for one week before being checked in and/or re-circulated
- Statistics: Please fill out statistics sheet at the circulation desk when you circulate materials.

Nick proposed that our monthly meeting that is scheduled to take place on May 11, be done so over email. We have discussed and covered all the items on the agenda at tonight's meeting. We will follow up through email and Liz will send out updated minutes after this is done. Items to be reviewed via email: Directors Report, April and May meeting minutes, and Bookkeeper's Report.

Tonight's meeting was adjourned at 6:35 pm

Next meeting is to take place on June 8, 2020 at 6:00 pm