

**Chesterfield Public Library**  
**Board of Trustees Emergency Meeting**  
**March 15, 2020**

**MINUTES**

Attending: Ron Scherman, Jon McKeon (Selectboard), Ed Cheever, Bruce Potter, Jill Dumont, Claudette Russell, Gail Fleming, Scott Riddlemoser, Linda Skrzyniarz

Absent: Cathy Harvey, Carole Wheeler

Public Attendees: none

1. Call to order – Mr. Potter @2:00 PM - This emergency meeting of the Library Trustees, and SelectBoard Chair McKeon, was called to discuss proactive steps to protect Patrons of the Library and minimize public safety risks of the spread of Covid-19. After discussion, a Motion was made by Potter, seconded by Riddlemoser, to close the Library to public access from March 16<sup>th</sup> to April 4<sup>th</sup>, following the Town's lead. All public events scheduled during that time at the Library will be postponed. Library Staff will continue operation of the Library during normal business hours. However, material checkout will be available through curbside pickup only after Patrons contact the Staff by phone or email.

When returned to the Library's outside depository, checked out materials will be quarantined for 72 hours, then wiped down with disinfectant, before returning to the collection. This Motion passed by unanimous vote. A written notice of closure was provided to McKeon for the Town's website. Skrzyniarz will send a public statement from the Trustees to the Library's website, via Antje, to further explain Patron/Staff operating procedure for using the Library's collection during this time. Russell will post a sign on the front door and a notice on the Library's sign. McKeon offered Staff training by Tricia Lachenal of proper glove usage to prevent the spread of Covid-19.

2. A decision was made, after McKeon's Right To Know Law explanation, to continue this emergency meeting in place of the monthly Library Board of Trustees meeting scheduled for March 17<sup>th</sup>.
3. Secretary's Report – Minutes of February 18, 2020 – Ms. Skrzyniarz - Minutes of the last meeting had been sent and reviewed by Trustees electronically. A Motion was made by Dumont, seconded by Riddlemoser, to accept the February Minutes as written.

4. Financial Report – Ms. Dumont – will be available at the April meeting. McKeon advised defaulting to last year’s budget until Town Meeting on April 4<sup>th</sup>.
  
5. Old Business
  - a. Policies – work will resume in the Spring
  - b. The Big Shift/Shelves – Riddlemoser reported that the movable shelving has still not arrived and no date has been provided by Donnegan Systems. He will send a letter if needed.
  - c. Carpeting – Still waiting for approval from the Town
  
6. New Business
  - a. Elections – appointments awaiting ratification of election by the Town at Town Meeting scheduled for April 4<sup>th</sup>.
  - b. Coronavirus – see above
  
7. Public Comment – none
  
8. Summary of decisions made
  - a. Due to the Coronavirus, the Library will remain closed to public access from March 16<sup>th</sup> to April 4<sup>th</sup>.
  - b. The Library will remain open for business and Staff will provide Library materials to Patrons via roadside delivery.
  - c. The Library Board of Trustees meeting scheduled for March 17<sup>th</sup> has been canceled. The next regular meeting is April 21<sup>st</sup>.
  
9. Assignments for next meeting
  - a. Skrzyniarz will send a notice of Library public access closure to Antje for posting on the Library’s website.
  - b. Russell will post Library public access closure information on the front door and Library sign.
  - c. Newly elected Trustees need to be sworn in after Town Meeting.
  
10. Executive Nonpublic Session entered at 2:54 PM for discussion of hiring of new Director, returning to Public Session at 3:34 PM.
  
11. Adjourn @ 3:34 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary