

**Richmond MA Free Public Library**  
**Library Trustees Meeting Agenda**  
**Wednesday, Oct. 14, 2020 (via Zoom)**

**Call to order:** 2:05 pm

**Attendees:** Kristin Smith, Kathryn Wilson, Nanci McConnell, Katherine Keenum, Candy Mountain

**Sept 2020 minutes:** Approved

**Correspondence:** none

**Director's Report:**

- Kristin has written a Covid19 plan in case a staff or patron comes in the building and has a positive test after. Plan is based on other MA/area library plans. It will be approved by Board of Health and Emilie Jarrett. Step 1: contact Emilie and she will assist with contact tracing. Can't disclose patient name due to HIPA laws. Library will be closed for some time to disinfect the space. Plan will also address quarantine time for returned library materials. Kristin will email the plan to Trustees after it is reviewed.
- ARIS and LigMig reports are done, signed and submitted to the state.
- Richmond Cultural Council grant application done by Candy for Wing Masters (owl program) in July 2021
- Action Plan update due Dec. 1<sup>st</sup> for the MBLC Strategic Plan. Trustees will review plan and bring suggestions to the next meeting.
- Lisa's retirement gift: suggestions has been made to honor Lisa and ALL previous trustees with a wall plaque in the new library building – include names?

**New Business:**

- Reopening: "soft" reopening started on Tuesday 10/6
- 3 patrons opted to come inside for a few mins (15-30 mins reserved times); most still like curbside
- Library hours are still the same in the newsletter. The new hours will eventually be adding one new hour in the evening on Tuesdays and Thursdays. This will fulfill the state standards/requirements for funding of having "some" hours after 5:00 pm. The sign out front will eventually be changed to reflect the new hours
- Purifiers: Kristin can't yet find a company to do a CO2 exchange rate test. Kathryn will ask Danielle for a recommendation.
- Upcoming Animal Program on 10/24 at 11:00 am (no rain date)
- Ruth Bass Lively World program with Andrea Harrington, Berkshire County DA, will be on Dec. 10 at 4:00 pm. Kathryn Wilson will host on Zoom and Ruth will give an introduction.

**Old Business:**

- Dr. Doyle Zoom program on community Covid19 information, co-hosted by community nurse Emilie Jarrett was on 9/24. Kathryn Wilson hosted on Zoom. 16 people joined the meeting. It was interesting and well received.
- Learn Ukelele with Julie program on 9/26 in person outside at the library. 16 people attended. Many new patrons. Great program.

**Municipal Building Committee** report given by Kathryn Wilson. Project is back on track with plans for public information sessions starting in January.

**Friends Report:** none

**Meeting adjourned:** 3:55 pm

**Next meeting:** Nov (date TBD)