

**MT LEBANON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**  
Tuesday, November 17, 2020 at 7 p.m.  
Approved Minutes

1. **Call to order:** The virtual meeting was called to order by E. Jones at 7 p.m.
2. **Members present:** Evan Jones, Eve Reynolds, Marcia Taylor, Sally Taylor.

**Commission Liaison:** Leeann Foster

**Staff:** Robyn Vittek

**Observer:** David McKibben

3. **Approval of agenda:** Upon motion by E. Reynolds and seconded by M. Taylor. The Agenda and October meeting minutes were unanimously approved.

**4. Comments from Observer:**

David:

- . Biggest news: Book sale goes online.
- . Annual Appeal is delayed due to various reasons.
- . Efforts of Friends to reach more patrons and increase membership.
- . The status and challenges of Delivery Service.
- . Expecting more bumpers on the road. Hopefully, the Friends will have the access (for up to 4 people at a time) to continue working on the book sale.

**5. Commission Liaison:**

Leeann:

- . Interviewing Diversity and Equality Commission applicants is very gratifying.
- . Looking forward to reviewing Library board member applications.

**6. President's Report:**

E. Jones ceded his time to later discussions.

**7. Treasure's Report:**

- . Discussion on last week's Municipality Budget Meeting
  - . The commissioners's concerns: the Library's funding be adjusted to the actual service provided.
  - . Based on the following factors:
    - . surplus of the Library funding goes back to Municipality;
    - . the limitation and vulnerabilities of funding resources;

. the negative impact to the Library operation in the long run caused by the reduction of municipal funding.  
Conclusion: The funding should maintain at the service level proposed by the Library.

**8. Director's Report:**

Robyn:

- . Sharing budget hearing slides.
- . Staffing:
  - . 3 part-time clerk positions open, 1 part-time staff on no-pay medical leave. 1 position is filled, leaving 2 positions still unfilled;
  - . 1 Children's Librarian plans to retire by next summer;
  - . resulting about \$80,000 in saving.
- . Programs:
  - . Even during the pandemic, virtual programs are many.
  - . Concern: once back to 68 hour service, the impact of short-staff could be felt in programs and in the community.

**9. Old business:**

No committee report.

**10. New business:**

Strategy in the wake of COVID-19 cases spike:

- . New surge of the cases causing concerns (see Susan Bank's letter). Other libraries scaling down services. Schools, rec. center in hybrid mode.
  - . Robyn will soon take her first vacation of the year. So it's important to have a clear vision now to avoid confusion while Robyn is away.
  - . Robyn, Keith and the chair of Governance Committee closely monitor the situation.
  - . Library operates in low capacity and has various measures to ensure the safety of the patrons and staff.
  - . Library closely follows the COVID development as well as local and state rules to adapt accordingly.
- Conclusion: The Library will sustain the current level of service unless state changes COVID guidelines.

**11. Advocacy Moment:**

Another light-hearted exchange on books read in the past month. Robyn suggests compiling a list of the books everybody mentioned.

**12. Adjournment:**

Motion to adjourn by E. Jones at 8:30p.m. Seconded by M. Taylor.

  
Eve Reynolds

Interim Secretary