

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING  
Monday, September 14, 2020 - 5:00 PM  
Regular Monthly Meeting, by Zoom videoconference  
(Duly warned on Friday, September 11<sup>th</sup>, 2020)

Attending:

Christine Wulff, Co-Chair  
Shannon DeSantis-Gile, Co-Chair  
Curtis Ostler, Commissioner (Secretary)  
Susan Mazza, Commissioner (Treasurer)  
Dan DeSanto, Commissioner (past Chair)  
Almy Landauer, Library Director (ex-officio)  
Bill Shepeluk, Town Manager(ex-officio)

Absent:

No Commissioners absent

Guests:

No guests attending

Minutes:

1. Meeting called to order at 5:02pm
2. No changes to the agenda.
3. Motion to accept the July 15<sup>th</sup> minutes by Christine, seconded by Susan, approved unanimously.
4. Town Manager's Report
  - a. Bill presented the budget highlights verbally, as the budget was sent just minutes before the meeting.
  - b. 67% into the fiscal year, the Library and Highway funds will show a surplus, offsetting the General Fund showing a deficit.
  - c. Municipal tax rate was set at the same rate as last year, holding back about 4 cents of what was approved to help out businesses and self-employed residents who will be hardest hit. The potential revenue given up is about \$305,000.
  - d. Because the tax info from the state did not come in until late August, the Town Manager does not yet have a strong projection on revenues yet.
5. Treasurer's Report
  - a. Susan Mazza presented current balances on investments and debt to the town.
6. Library Director's Report
  - a. Discussion about new staff, and about the changes to digital content
7. Other Business:
  - a. Discussion: 2020 Trustees and Friends Conference

- i. The commissioners agreed that registering for the free conference was wise, then each attending what is possible or watching recorded sessions later.
    - ii. Almy suggested adding to the next meeting's agenda a discussion about what we each learned at the conference.
  - b. Discussion: Library hours
    - i. The library will likely keep to much the same hours as we are doing now in order to meet the safety protocols in place by the state, and to accommodate needs of some of the staff. Almy and the staff are looking at a few options for expanding hours in the near future mainly to accommodate access for families. The Commissioners support Almy's and the staff's recommendations on hours.
  - c. Discussion: Policy for library closure
    - i. Almy presented plans for action regarding response to a COVID infection in the building – the Commissioners agreed with her plan to be incorporated into Library protocol.
  - d. Discussion: Employee policy RE: COVID travel
    - i. Almy presented plans for what happens when employees travel, using CDC and VDH guidelines. The Commissioners concurred.
  - e. Discussion Draft Amendment to Phase 2 Reopening Plan
    - i. Almy suggested amending the Phase 2 reopening Plan to include use of the small/private meeting rooms: Curtis moved to accept changes, Christine seconded, motion was approved unanimously.
8. Curtis made a motion to move the Commissioners into Executive Session to discuss a personnel matter that, if made public, could be detrimental or prejudicial to the Library, with Almy Landauer invited to join. Motion seconded by Christine, motion approved unanimously.
9. The Commissioners and Almy came out of Executive Session at 6:57pm, with no action taken.
10. The meeting was adjourned at 6:59pm.

The second Monday in October falls on a holiday, so the next Regular Meeting was moved out a week to Monday, October 19th, 2020 @ 5:00