

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING

Monday, May 10th, 2021 - 5:00 PM

Regular Monthly Meeting, by Zoom videoconference

(Duly warned on Friday, May 7th, 2021)

Attending:

Christine Wulff, Chair

Shannon DeSantis-Gile, Commissioner

Curtis Ostler, Commissioner (Secretary)

Susan Mazza, Commissioner (Treasurer)

Almy Landauer, Library Director (ex-officio)

Bill Shepeluk, Town Manager(ex-officio)

Absent:

Maroni Minter, Commissioner

Guests:

Caitlin Hollister

Minutes:

1. Meeting was called to order at 5:03pm
2. Susan moved to adopt the agenda as-is, seconded by Shannon, approved unanimously
3. Curtis moved to adopt April 2021 minutes, seconded by Susan, approved unanimously
4. Public Comment – no public comment
5. Town Manager's Report
 - a. Bill said it's been a busy month, and not much to report from the town. No significant changes to the budget at this time.
 - b. Christine asked when Town offices would be reopening; Bill said no decision yet, but possibly July, public meetings might begin in June. Bill also presented the opportunity in the future of offering hybrid meetings, with the recent purchase of some AV equipment.
6. Treasurer's Report
 - a. Susan clarified some decisions in handling funds based upon recommendation; Susan has created an online accounting of funds; recommended that cash taken from accounts be kept in short-term cash receptacles (such as 3-month) instead of longer term (such as 1-year) because rates are negligible, so it does not make sense to lock up that cash for a longer period. Our liquidity is currently good for the year.
7. Library Director's Report
 - a. Almy provided a thorough written report – there were no questions
8. Other Business
 - Library Re-Opening Plan Update
 - Almy presented data on other Vermont libraries and how many are open to what degree.

- Discussion on the new re-opening plan – Almy presented to her staff and they made minor changes/corrections
 - Shannon moved to accept the Phase II reopening plan to be open to the public on June 16th, seconded by Susan, passed unanimously.
 - Personnel Policy Update
 - The issue is in the attorney’s hands, so no new updates
 - Staffing Update
 - As there will be a gap between the departure of the current Director and the start of an as-yet hired director, Almy presented duties that will need to be filled in the interim. Michelle was asked and has agree to work extra hours to execute some of those items, including bill paying, time sheets, and library email traffic. Michelle had requested that Commissioner attend the staff meetings during the interim; Judi has agreed to facilitate those meetings.
 - Almy believes that we are in good shape regarding covering the schedule after re-opening.
 - Shannon volunteered to attend the Staff Meetings starting this week, through the interim.
 - Youth Services Librarian search update
 - Almy described the interview process, and announced that a new Youth Services Librarian has been hired.
 - Library Director search update
 - Discussion on the make-up of the Interview Committee, to include Commissioners, two staff members, and one of the Friends of the Library.
9. Curtis made a motion to enter into Executive Session to discuss the employment of a public employee, provided that the public body shall make a final decision to hire a public employee in an open meeting and shall explain the reasons for its final decision during the open meeting, seconded by Susan, approved unanimously.
- a. Commissioners entered into Executive Session at 6:21pm
 - b. Commissioners exited Executive Session at 7:56; no public action taken.

The meeting was adjourned at 7:58.

Next Regular Meeting – Monday, June 14th, 2021 at 5:00pm