

PHILLIPS FREE LIBRARY MEETING MINUTES
11.16.20

Meeting was called to order at 7:25pm.

Attending: Priscilla B-T, Heather Slade, and Meghan Gilbert; Sarah Willsey, Bryn Carr, Kelly Brown, Jennifer Block, and Mark Barrett via Zoom

Approval of Minutes: M. Barrett moves to approve, J. Block seconds. Motion passes.

Treasurer Report:

- M. Gilbert moves to approve, H. Slade seconds. Motion passes.

Old Business:

- **Pandemic management:** Updated our opening guidelines as follows:
If at any time a library staff member tests positive, or two staff members have to go into quarantine, the library will close for a period of two weeks. If as part of the governor's Cluster Action Initiative our area becomes a yellow zone (unless otherwise determined by the county administrator), the library will stay open with operating at its current capacity and process. If the area is in an orange zone, the library will be open for curbside services only. If the governor declares us in a red zone, we will close for two weeks with only online services available.
B. Carr moves to approve, M. Gilbert seconds. Motion passes.
- **Minimum standards and policies:** There are several policies that need updating and others that need to be written. During our next meeting, we will form a policy committee and we will review a policy each month until all are updated/written.

Director's Report:

- Statistics were read. Most programs held via Zoom.
- Adding a K-1 book club and has 9 children have signed up.
- Gary Smith will be leading a 6-part discussion series on the book *Caste* by Isabel Wilkerson.
- Planning a project to collect people's stories about the pandemic.
- Will be working from home more often starting in December.

New Business:

- H. Slade moved to approve Meghan Aagaard as a board member. S. Willsey seconds. Motion passes.

Next Meeting: Monday, January 11, 2021 at 7pm at the library.

Motion to adjourn was made at 7:48pm by B. Carr, seconded by S. Willsey.