**Unapproved Minutes**

**Fairfax Community Library Board of Trustees Meeting**

**Tuesday, March 31, 2020**

**(Attendance via remote access)**

**Call to order**

Meeting called to order**: 6:07 pm**

Present: Pat Gallant/Board Chair, Elizabeth Griffin, Lisa Griswold, Ellen Holmes-Henry, Carol Vallett,

Emily DiGiulio/Public Library Director, Brad Docheff/Fairfax Town Manager, Elizabeth LaRosa/Public Library Assistant, Joy Mercer/BFA School Librarian

**Approval of minutes from January 9th meeting**

Modified to include the name of Noelle Federico Copolla…….. our new benefactor.

Motion to approve was made by L. Griswold. Motion passed.

**Introductions of new board members:** Carol Vallett and Elizabeth Griffin introduced themselves and were welcomed to the Board of Trustees. Each have been elected for a three year term.

**Election of Officers:**

Board Chair: Lisa Griswold

Secretary: Ellen Holmes-Henry

Treasurer: Carol Vallett

Pat Gallant, past chair, will mentor the new Board chair during the transition.

Carol Vallett will contact Eric Foreman, the past treasurer, who will work with her for a smooth transition and review the budget and accounts with her.

**Updates:**

**Overview of library operations since January trustee meeting**

Emily reported that programs and other operations were going according to plan until the school was closed due to the Coronavirus pandemic. Programs have been canceled until further notice and the school building is closed to the public. Librarians sent notices to patrons and worked together to take orders for books to be picked up at the curb by patrons for two days after school closed. Both librarians are working from home, responding to calls mail. They have arranged for mail and for payment of bills.

While our library is physically closed, it is still open for digital loans. Patrons can access our collection of ebooks and audiobooks through the apps Overdrive and Libby. A notice has been sent to all patrons about how to use these tools.

The bookdrop is not available for returns until further notice, for health/safety reasons.

Pat contacted the school principal, John Tague. The school building will stay closed at least until the Governor has terminated the current “Stay Home-Stay Safe”.

**Strategic plan progress:**

In January, a subcommittee (Lisa, Pat, Ellen) met with Emily to begin drafting a strategic plan. A representative from the town will participate in future discussions and drafting. The current plan will remain in effect until a new one is completed.

**New Business**

**Library Operations during COVID-19 Crisis**

\*Use of library space: Brad shared that due to the covid-19 situation we will need to wait for the state to give the all clear for the opening of public buildings be able to use the library space again.

The librarians will work from home to take care of library business and to connect with the Community. We discussed several Ideas for on line programing. There was enthusiasm for finding creative ways to connect with our community.

Record story time and other programs,

Zoom book discussions for varied age groups.

Art projects to do at home and meet to show results

Use community volunteers who may want to present online

Build a catalog of recorded programing for our patrons

**Joint Board Meeting**

Due to the challenges and uncertainty presented by the Covid-19 situation the first annual Joint Board Meeting (which includes members of both the BFA School Board and the Community Library Board) scheduled for April 16th has been canceled and will be rescheduled at a later date. The date for the second annual joint meeting will be set at that meeting. Pat Gallant will notify the members of the Joint Board.

**2020 Trustee Meeting Dates:**

Meetings are scheduled for the third Thursday of every other month. Additional meetings will be called as needed.

May 21

July 16

September 17

November 19

January 21, 2021

**Adjourned:**

The meeting adjourned at 7:06

.

Respectfully submitted,

Ellen Holmes-Henry

Secretary

Fairfax Community Library Trustees