

**Town of Sheffield
Bushnell Sage Library
Library Board of Trustees Meeting Minutes, May 26, 2020
Virtual Meeting**

Attendees: Pat Levine, Trustee & Chair
Joan Powers, Trustee
Martin Mitsoff, Trustee
Karen Lindquist, Director

P. Levine called the meeting to order at 09:18 AM, and welcomed new Trustee Joan Powers. Board reorganization led to M. Mitsoff motion to re-appoint P. Levine as Chair, seconded by J. Powers, with unanimous approval; P. Levine motion to appoint M. Mitsoff as Secretary, seconded by J. Powers, with unanimous approval. M. Mitsoff to take meeting minutes for the next twelve months.

K. Lindquist reviewed Director's report, noting that curbside pickup of books to start May 26 with patron access limited to vestibule and books to be returned in book drop bin outside. Staff have continued cleaning of the catalogs; no cases of virus among staff and no apparent symptomatic or asymptomatic signs. J. Powers inquired about ADA grant – for upgrades to video and sound systems. K. Lindquist has received no feedback other than from Trustees regarding phased reopening plan for Library, and will check with Town Administrator regarding status of sick leave.

P. Levine inquired about end-of-year budget, with updates on subscriptions, pay, and in-state travel, with a view to giving back some remaining unspent portion of FY20 budget to Town. K. Lindquist noted need for two laptops, and will inquire about Friends paying for these.

Discussion ensued regarding possible book sale, with agreement to provide limited offering of free books via book cart and offering hand sanitizer.

K. Lindquist discussed management transition policy and will provide the policy for next meeting.