

**Town of Sheffield  
Bushnell Sage Library  
Library Board of Trustees Meeting Minutes  
June 16, 2020  
Virtual Meeting**

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

P. Levine called the meeting to order at 9:15 AM. Minutes for the prior meeting had not been completed in time, so recommendation was made for deferral of the review and approval of these minutes to the next Trustees meeting.

K. Lindquist gave the director's report, noting that curbside pickup activity has been slow and steady; staff are working on the summer reading programs, including a possible on-line story walk and with work on getting a Zoom subscription under CARES Act funding. Noted possible meeting with Senior Center director K. Loring to share senior center activities, particularly possible outside fitness activities. Also writing an article for the Sheffield Times.

Phase 2 reopening plans: K. Lindquist is waiting on further guidance from the library system on book delivery and pickup services. She remains concerned that a more robust opening schedule could enable browsing the stacks and increased touching of library items, and should likely include social distancing and face covering protocols (entailing greater staff resources). P. Levine stated that when this time comes, the best we and staff can do is to encourage patrons to observe the protocols, and asked J. Powers and M. Mitsoff to assist in drafting patron-friendly access and safety guidelines.

K. Lindquist stated she still is uncertain regarding one of her budget line items, and was encouraged to check with the town administrator.

With regard to future programming, P. Levine encouraged K. Lindquist to focus on what the community wants and needs for the time being, and that she and the Trustees would then figure out the associated programming requirements and resources.

K. Lindquist then discussed the draft management transition plan, stating that she believed that due to family considerations, she was likely to retire within the next twelve months and would provide sufficient notice to enable a smooth transition. A brief discussion ensued regarding a search committee.

M. Mitsoff left the meeting at 9:55 AM. *(my notes end here as I had to leave the meeting - please add)*.

Next meeting of the Trustees will be July 21, 2020 at 9:00 AM.

Motion to adjourn made by \_\_\_\_\_, seconded by \_\_\_\_\_.