



**Board of Trustees  
Meeting Minutes**

Date: August 15, 2020  
Location: Remote (Zoom)

**Trustees Attending:**

Mark Orton (President)	Kenneth Kraus
DeWayne A. Powell (Vice President)	Theresa Parsons
Anna Nilsson (Treasurer)	Bill Stenehjem
Caitie Hilverman (Secretary)	Charlie Wittingham
Anna-Maria Assevero	Julia Black
Kimberly Erwin	

**Staff Attending:** Emily Chameides (Director)

**Others Attending:** Toni Koweek, Janet Schnitzer

**Excused:** Carol Pledger, Gary Sheffer

Anna-Maria Assevero motioned to approve meeting minutes with Theresa Parsons seconding - motion passed with DeWayne A. Powell abstaining.

**President's Report - Mark Orton**

- Need to make progress on improving nominating committee

**Treasurer's Report, Anna Nilsson:**

- July was a month with 3 pay periods because of payroll works (every 2 weeks) - so budget report shows payroll to look larger than normal, but it's in line with expectations
- We received children's foundation grant for \$6000 - this was not included in foundation grants that we had budgeted
- Overall expenses in line with budget, and we also have PPP money not included in this budget - which we won't have to pay back if we maintain our staffing through the year
- Question - which of the foundation grants are we not getting?
  - Rhinestone - wasn't guaranteed anyway, but we were hoping for it and was in budget prediction
- Question - did we not budget for the children's foundation grant?
  - There was some confusion around the answer to this - there might be discrepancies in numbers
- Question - why is PPP not in the budget?

- The PPP is sitting on the balance sheet - it's technically a loan until you apply for forgiveness - it will probably be offset as staffing costs - we've paid it off as salaries
- Question - will it convert to a grant once it's forgiven?
  - We can pick it up as staffing costs - effect on bottom line is the same

Michael Grisham motioned to approve the Profit and Loss document for July with Miranda Barry seconding and motion passed unanimously.

DeWayne A. Powell to approve the Treasurer's Report with Charlie Wittingham seconding and motion passed unanimously.

### **Library Director's Report, Emily Chameides**

- Level C - adding limited computer use and browsing
- Adding something to guide people towards front of desk rather than to the side around the screen
- Question - are there masks on hand to give out to the public?
  - Yes
- Roe Jan Library is already in Level C - seems to be going well; other local libraries are offering outdoor programming but waiting to see how school goes before moving forward for indoor activities
- Level C - outdoor programming with social distancing and masks - Emily still thinks in-person programs would be pretty rare
- Vice President at the High School - Amanda Clopitt (sp?) - wants to have an info session on Google Classroom so parents can be helped through online learning - hoping to do that in our space
- Question - are these programs indoors/outdoors?
  - Emily - they are indoors, but if done in Level C it will be done outside of regular library hours, with cleaning before other people enter the building
- Question - who is doing the cleaning? Should we consider charging for it?
  - Yes, that's a good thing to consider
- Question - would the set up for outside programming be in the yard?
  - We currently don't have outdoor space - it's roped off - if we were to do outdoor programming we'd have to partner with Oakdale, the youth center
- Question - which room would it be in?
  - Emily - air-conditioning isn't on in front part of the building and we need to have a ventilated room - Emily was thinking front room
- Question - for Hudson Eye event, what counts towards the 25?

- Emily's understanding is 25 total, including Hudson Eye staff/performers - just 2 or 3 performers
- Question - are they going to make it available for a larger audience online?
  - It will be broadcast on the radio
- Suggestion: We should ask them to make our programming as effective as possible we should be able to archive it
- Question - what is the set headcount?
  - We haven't had to set one yet because people aren't in the space - we will set one - we don't anticipate even hitting what the local policies order
- Question - are saying yes to this? Why not another local place that's better at separating people?
  - Performers singing and moving around could spread the virus
  - There are clearly more questions to ask the Hudson Eye regarding safety
  - Executive Committee will make a decision on this

## **Committee Reports:**

### **Program, Kimberly Erwin**

- Having meeting the third week of September
- Brenda Shufelt asked Kimberly to share:
  - On August 20th there is a Universal Basic Income meeting
  - We at the library are launching "At Your Local Library" programming - shared programming across libraries
  - Insurance informational session
  - Online virtual dance
  - Job Search program - 1:1 free service

### **History Room, Gary Sheffer**

- Gary's out - no update

### **Marketing, Charlie Wittingham**

- Met this past Tuesday in monthly group - main focus is the online auction event coming up - reminder that it's now October 24th
- Going to develop media plan for getting the word out
- Have site open for a month rather than just one night
- Question - is there something that we can do to make it more enticing at specific times?

- Matching opportunities? Encouraging someone to bid? They'll have to discuss but this is a great idea.
- Question - is there going to be something that people can share on social media?
  - Yes, that's the idea.
- Question - how are we launching this? Cocktail party?
  - Still working through the details. Event outside, social distanced for kickoff? There will be a kickoff event. We want to drive traffic to the auction site. Still looking into software and once we get the technology platform settled we can begin marketing.
- Suggestion - what if we had some of the pieces on display in the shops on Warren Street?
  - Lots of enthusiasm for this idea
- Suggestion - a story in Chronogram or Rural Intelligence featuring the auction
  - Charlie talked to Chronogram - they've given us an attractive deal to promote this event
- Any other ideas before the Marketing Committee meeting in September please send to Charlie Wittingham
- **Bill Stenehjem quick update** - when we allowed artists to submit an additional piece, Bill made it clear that all artists should help with marketing by reaching out to their networks
  - Bill's artist well is drying up - we need more submissions - we talked about 50 being great but average submission is lower than anticipated (\$700-800) - so we need more
  - There is discussion over whether to include the work from a controversial local artist who was convicted of sexual assault
    - Discussion regarding cancel culture and censorship yielded no consensus - this is going to the Executive Committee

### **Ghostly Gallop, Gary Sheffer**

- Gary's out - no update

### **Friends of the HAL, Toni Koweek**

- Quiet month for the Friends
- Month of August - Friends of HAL selected as fundraiser of the month group for Hannaford - buy their bags, \$2.50 - Hannaford will make a \$1 donation to the Friends
  - May have another month in 2021
- Book sale rescheduled for February 13 and 14, 2020
- Toni is stepping down in April but wants to leave the person who takes her spot with a mailing list - any help on that would be appreciated - Friends could even fund it

- DeWayne A. Powell gives lots of kudos to Toni for all that she's done for the library

**Fundraising Committee, Miranda Barry**

- Have begun reaching out to individuals for advisory board
- Nothing to announce yet because haven't had follow-up conversation

Motion to adjourn by Miranda Barry at 11:24am and seconded by Anna Nilsson. Motion passed unanimously.

Caitie Hilverman	8/15/2020
<b>Recording Secretary</b>	<b>Date</b>