

## Essex Free Library Board of Trustees Meeting Minutes

August 19, 2020

Via GoToMeeting

**Attending:** Bonnie Doble, Marie Froeschl, Janet Watts, Lorna Swerhone, Caitlin Corless (EFL Director), Mike Yandow, Iris Banks

**Missing:** Joan Janzen

Meeting Called to order at 7:03PM

**Meeting minutes** from June 20, 2020 were approved noting the date of the July meeting was changed. (Froeschl/Watts)

### **Library Director Report:**

A new phone system has been installed that is much easier to use, especially when updating outgoing voicemail messages.

Caitlin will research 24 hour access to wifi outside of the library.

The process of in-house patron appointments is going smoothly. Staffing can be challenging given staff members' occasional need to stay home with a sick child, for example. Appointments will be scheduled a few days out for the foreseeable future. After labor day, the library will offer appointments on Saturdays.

The RB Digital program will be discontinued, and more funds will go toward acquiring additional e books and audio-books through Overdrive.

The board agreed that there needed to be a minimum of two staff members in the library at all times. This will be reflected in the policy and procedures manual.

Marie suggested that the Cozy Nook Craft Fair might be able to happen online, and will check into possibilities including someone that could organize and run it.

Meeting adjourned at 8:00 (Froeschl/Watts)

Next meeting will be Wednesday, September 16, 2020