**Randall Library Trustees**

**Meeting Minutes May 13, 2020 via Zoom**

Present: Maureen Busch, Kathy O’Brien, Laura Reiner, Tim Reed, Marianne Sharin, Carol Stoltz, Barbie Wolfenden, Tina McAndrew

Public: Kathy Pavelchek

The meeting was called to order at 7:04 p.m. Laura moved and Barbie seconded a motion to accept the minutes of April 15, 2020. The voice vote was 7-0 in favor.

**Director’s Report**

The staff has largely been working from home on various projects throughout the past month. It is anticipated that the Library’s reopening will be phased, beginning with staggered hours for staff and book drop off outside. Curbside pickup will eventually happen depending on shipping from other libraries. Tina has ordered some Plexiglas to separate patrons from staff at checkout. She is acquiring some library themed masks and will have hand sanitizer on hand. It was suggested that the Nashoba Winery is making hand sanitizer and may be a good source.

FY20 Budget: There is some money left in the repair line item which can be moved to a different line item. Ron Eld has added computers for the Library to his budget. The staff is interested in getting an AWE computer for the kid’s area.

FY21 Budget will go ahead as proposed by the town fathers/mothers.

**Chairperson’s Report**

The Selectmen are forming the new Building Committee to consist of one representative from the Selectmen, Capital Planning, Finance Committee, the Randall Library Trustees, the Library Director, and 2 interested Stow residents. Both Kathy and Carol expressed an interest. They will discuss and decide.

**Treasurer’s Report**

The shift to Bartholomew has been complex. Signees on various accounts will be contacted by Bartholomew to transfer those funds. Once our new treasurer takes office, and the new Town treasurer is appointed, and another signee is designated, the transition can occur.

Policy of Disbursement of Trust Funds: This policy outlines the guidelines for disbursing these funds. It seems like an appropriate time to put in writing what has been generally understood up until this point. Trustees will review the policy and vote at the next meeting.

**Old Business**

Common Road Traffic Control: Tina has had no luck with getting the variable speed machine but is still interested in trying to obtain the Yellow Men caution figures.

**New Business**

Trustee Officers FY21: The Trustees have been contacted and at this moment the slate looks like: Chair – Laura; Vice Chair- Marianne; Treasurer – Maureen; Secretary – Carol. The slate will be voted at the July meeting.

**Public Comment**

Kathy Pavelcheck, speaking for the Friends, mentioned that the Friends were here to support the Library in any way they can, and encouraged a quick re-opening.

Barbie moved and Laura seconded a motion to adjourn at 8:03 p.m. The voice vote was 7-0 in favor.

Respectfully submitted,

Carol Stoltz