

NORWOOD LIBRARY BOARD MINUTES

From: Kathryn Boswell

Date: March 18, 2021

Members in attendance: Molly Andrasik, Kathryn Boswell, Alice David, Denise DiVincenzo, David Fenton, Leonard Halpern, Kathleen Hartman, Steve Murray

Library Director: Amanda Jones

The meeting was called to order at 6:35 p.m. on March 18, 2021. No guests in attendance.

A motion made by Leonard to accept the consent agenda was seconded by Steve and passed unanimously.

The Friends' Report:

Current balance – \$6375.45

Expenses: \$22.85 on water for water cooler, withdrew \$7.45 to pay sales tax on book sales

After inquiry, it was determined that no conflicts of interest existed for any new or old business.

A motion was made by Denise to pay the outstanding bills, as audited by Alice. The motion was seconded by David F. and passed unanimously.

Schedule for audits: Molly, April; Denise, May; Kathleen, June; Leonard, July.

Old business: No old business

New business:

1. A date was set for the **Trustee election:** Alice made a motion to set May 18, 2021, as the date for the Trustee election. Steve seconded. The motion passed unanimously. The time of the election will probably be 12-8. An ad will be placed by April 16.

Alice and Kathryn are running again. Petitions must be filed by April 16. Twenty-fives signatures are required on petitions.

2. Amanda has decided that we are ready for a **limited re-opening**. Beginning April 1st, the library will be open to patrons, on a first come, first served basis. A maximum of ten people at a time will be allowed, including children, accompanied by a parent. The Community Room will also be open, up to ten at a time. Amanda does not expect the limited numbers to pose a problem.

We will continue to offer curbside service.

Amanda will put up more signage about masks and distancing.

We are still quarantining materials that are returned. When patrons browse, a bin will be provided so books can be wiped down before re-shelving. Molly made a motion to approve a limited reopening. The motion was seconded by Alice and passed unanimously.

3. The **Health/Pandemic Plan** as drawn up by Amanda was reviewed by the Board. Alice made a motion to accept the Health/Pandemic Plan. The motion was seconded by Leonard and passed unanimously.

4. The proposed **long-range plan** was presented and discussed. Leonard made a motion to adopt. Kathryn seconded the motion and it passed unanimously.

5. Discussion: an ice dam on **the roof** has caused leaking. Some ideas of the cause: the gutter is part of the problem, so that a heating coil might not fix the problem; snow guard is in the wrong place. Steve Hartman shoveled and installed heat tape, but a more permanent solution is needed. Thanks to Mike Divincenzo and Steve Hartman for their help.

Possible options:

1. Install a heating coil (wired into system – a contractor can install – can't be shoveled when the coil is on) or
2. hire someone to shovel roof regularly. This was considered an insurance liability, and thus not a good option.

Amanda will contact a contractor to get recommendations, then we can discuss further. Bob Severinson, Carl Weaver, Frank Davies were suggested as good contractors, who might have better solutions.

6. **John Parcell** is still waiting for a response from the IRS.

Leonard made a motion to adjourn at 7 p.m.. The motion was seconded by Alice, and passed unanimously.

The next meeting will be April 22, 2021, at 6:30 p.m. in the NPL Library, and/or by Zoom.

Respectfully submitted,

Kathryn Boswell