

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR JANUARY 12, 2021**

**TOWN CLERK**  
**TOWN OF SANDWICH**  
**MAY 03 2021**  
9 H 15 M 1 M  
**RECEIVED & RECORDED**

**Present:** Chairman Mark Wiklund, Christine Brown, Ted Scribner, William Fleming, Katie Miller, Bill Wagner, Bob Thomson and Library Director Joanne Lamothe

**Absent:** Vice Chairman Joe Roche and Jeanie Vander Pyl

**Guest:** Tao Woolfe – The Sandwich Enterprise

The meeting was called to order at 7:05 p.m.

**Review and Approval of Minutes from December 8, 2020 meeting**

- KatieM motioned to accept the December 8<sup>th</sup> minutes – BillF seconded – and all were in favor.

Roll call – approval of minutes.

Katie Miller – aye	Bill Wagner – aye
Bob Thomson – aye	Bill Fleming - aye
Mark Wiklund – aye	
Christine Brown – aye	
Ted Scribner – aye	

**Director's Report**

- Update on renovation project and current services –
  - Main St Building – Weekly construction update meetings are held every Tuesday morning at Town Hall followed by a walk through the library. Metal studs are now being installed. Window restoration is in progress. In the archive storage room in the basement, new concrete was poured for the track for the moveable shelving. A/V consultant will be submitting a plan for installing the projectors, electric screens and sound system in the meeting room complex.

BillF – Is October still the date for completion? JoanneL – Right now June is the date for completion and potentially up and running by July.

MarkW – Has the requirement for technology changed due to the pandemic and need for new practices ie Zoom? JoanneL – not at this point – we are working on the technological infrastructure now – best practices will be implemented as needed ie Zoom.

MarkW – Is the band width being upgraded? JoanneL – The band width will be upgraded along with the telephone system.



BillF – Does the library have fiber optic in place and if not will it be installed? JoanneL – The library does not have fiber optic in place and there is no plan to have it installed at this time.

BillF – Is the new telephone system going to be voice over IP? JoanneL – The telephone system is being upgraded unsure if it is voice over IP. The town’s IT department is coordinating the installation of the new phone system.

BillF – If feasible, installing the necessary ready conduit for fiber optic and voice over IP while construction is in process may be a good idea for future uses.

- Sand Hill School – Increase in traffic flow and new user sign ups. Expansion of virtual programming – Mr. Parsons’ children’s programs, added children’s book groups and Sew Much Fun take away crafts.

Library staff is being mobilized to assist with the town’s vaccination clinics. They will be assisting Joanne Geake the town nurse on the administrative side. Staff hours will be coordinated between required library hours and remote clinic hours.

Ramp to the storage pods and the new telephone system are being installed.

- FY22 Budget (draft) – Includes a 2.55% increase in next year’s FY22 budget. Library state aid is looking good. The two vacant positions (Lauren Robinson and Kathy Johnson) are still in the budget.
- MarkW – Has the library certification been affected by the pandemic? JoanneL – No the state has waived the requirement for materials expenditure and required hours of operation for both 2020 and 2021.

### **Chairperson’s Report**

- Weston Fund Annual Appeal – Thank you to Christine and her daughter for assisting with mailing out the Weston’s annual appeal. Thank you to the Friends for their assistance with generating the annual appeal’s letter.

BillF motioned to adjourn – TedS seconded – and all were in favor.

Roll call – adjournment.

Katie Miller – aye

Bill Wagner – aye

Bob Thomson – aye

Bill Fleming – aye

Mark Wiklund – aye

Christine Brown – aye

Ted Scribner – aye

Meeting was adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Melinda Aguiar". The signature is written in dark ink and includes a long, sweeping horizontal stroke at the end.

Melinda Aguiar