

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR FEBRUARY 9, 2021**

TOWN CLERK  
TOWN OF SANDWICH  
**MAY 03 2021**  
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**RECEIVED & RECORDED**

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

**Absent:** Vice Chairman Joe Roche

The meeting was called to order at 7:03 p.m.

**Review and Approval of Minutes from January 12, 2021 meeting**

- ChristineB motioned to accept the January 12<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	Jeanie Vander Pyl - aye
Christine Brown – aye	
Ted Scribner – aye	

**Director's Report**

- Update on renovation project and current services –
  - Note – The library received a shout out on a WBZ news segment – no vaccines available on the Cape – Sandwich has a new vaccine hot line that will be manned by the local public library.

Update – the hot lines will be manned by the local public health office with assistance from the library staff and not at the library.

The library staff is deployed in shifts to help assist the public health office in manning the Covid-19 vaccine hot line. The library staff will also assist in scheduling vaccine appointments when vaccine clinics become available.

- Main St Building –

Adjustments were made to the floor in the lower level room that will house materials for the archives. The movable shelving in the Macknight room will be moved to the lower level storage room.

Wall partitions are being installed as well as ceiling soffits.

Windows are being restored.

Millwork has been finalized for the circulation and reference desks and the tech bar.

Store front partitions and doors are being installed.

The audio visual component is not included in the contract price and the cost is being assumed by the library. An audio visual consultant has been brought in to make sure all of the A/V work gets completed in unison with the rest of the project.

Update – Eversource will be installing a new transformer at the back of the library to help the Main St area with power outages. We are trying to coordinate digging up the library grounds once to accommodate all installations like the power lines in conjunction with project construction work like the irrigation lines.

- Remote programs – Mr. Parsons’ Winter Storytime and Wild Winter Backyard Library Time, Science Saturday with Miss Pat and Sew Much Fun take away crafts.
- Library State Aid – The library has been certified by the Library Board of Commissioners. State aid totals approximately \$23,000 to \$25,000. Anticipated first installment to be received in April.
- MarkW – A library neighbor, the house on the hill closest to the church, is seeking a permit to install a fence around their yard.

### **Chairperson’s Report**

- With June being the expected month of completion, we should begin thinking about the following three action items –
  1. What is the reopening of the newly renovated library going to look like? (Shutting down Sandhill operations – turning on Main St operations.)
  2. What kind of celebrations and public events will be part of the grand opening? What kind of activities will be allowed?
  3. Reach out to the Friends and collaborate with them on reopening strategies.

### **Old Business**

- Trustees with expiring terms – JoeR, ChristineB and BillF. If seeking reelection in May, check with Taylor White for requirements. If not seeking reelection, please notify MarkW.

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

Roll call – adjournment.

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

Meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Melinda Aguiar