

# CLAG Trustees Meeting

**July 8, 2020**

**Attending:** Nathan Fenno, Deb Grimshaw, Sheryl Neal, Phyllis Lapi, Chris Duncan, Wally Hart, Roberta Rocas, Dusty Putnam, and Chuck Tallent. Sue Friedlander and Kaitlyn Forbes. The meeting was held by zoom with all participating via video and/or audio.

The meeting was **called to order** by Deb Grimshaw at 6:01 pm.

The **Minutes** of the June meeting were approved on a motion by Nathan Fenno and seconded by Chris Duncan after review. All present voted in favor.

The **Financial Reports** were presented and Sue noted that the Shineman funds have been noted as restricted funds not as income. The quarterly distribution from the endowment came in on July 1 and does not show up in the June revenue.

PPP federal COVID -19 loan/grant funds have not been transferred to income as of June 30.

On a motion by Phyllis Lapi and Roberta Rocas the financial reports were approved with all present voting in favor.

**Executive Director's** report: Sue noted a few items on the report. New exhibits have been being installed. The regional galleries photography exhibits will continue to be on display to allow the public to see the show that was in place during the time we were closed.

Sue reviewed the process of loaning a painting that will go out this fall and the numerous steps that are taken to safeguard the process and make certain that all goes smoothly.

Audited 2019 results are in process and will be presented when complete.

**Librarian Director's** report: Kaitlyn gave updates on her report. Public meetings of the trustees may continue to be allowed to be held via zoom until August 5 by an extension to the governor's executive order. Meetings remained open to the public.

Eric Trahan is available to do trustee training for the board via zoom possibly on August 5th. Kaitlyn will confirm.

## **New business**

Re-opening of the Library and Museum. Sue briefed the board on the protocols and steps being taken including cleaning, social distancing, limiting capacity and safeguarding staff.

Hours will be amended to allow staff to conduct all cleaning and disinfection as well as book return quarantine and preparation. The change will be affective during July and August unless the staff determines that the extra hour is not needed in August. On a motion by Chris Duncan

and Dusty Putnam, the hours for the public will be reduced by one hour each day that the library & museum are open. All members present voted in favor.

The creation of a new temporary position for cleaning/sanitization needs under new opening plan was presented and approved on a motion by Chuck Tallent and Phyllis Lapi with all members present approving.

The meeting adjourned on a motion by Chuck Tallent at 7:09 pm.

Respectfully submitted,  
Wally Hart, Secretary