

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: May 20, 2020

Meeting Location: Remote Meeting via Zoom (*Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation*)

Trustees Present

Jeffrey Quinn, Cindy Schatz, Laura Cutone Godwin, Adam Rodgers, Aimee Lominac, Kevin Scanlon, Chris Barrett, Susan Wetmore, Kevin Scanlon, Tim Healy

Staff: Catherine McDonald, Jaclyn Powers

Public: Dan Sherman

Documents

Agenda

Secretary's Report

Staff Reports (December and January)

Operating Budget Status Report

Gifts and Grants Status Report

Gift Fund Summary

Draft Board of Trustees Committee Assignments 2020

Proposed Trustees Meeting Schedule Fall 2020 - Summer 2021

Friends of Beebe Meeting Schedule

Proposed Library Holiday Schedule

Draft Library COVID-19 Phased Service Plan

Scanlon called the meeting to order at 7:10 PM

Acceptance of Secretary's Report

Schatz pointed out cut-and-paste error, recommended amending minutes to remove the word 'none' after the Committee Reports header.

Discussed the Planning Board meeting attended by Scanlon. Only one member of the public participated, but had a question for the Trustees about the library's position. Scanlon reported that he recounted the discussion and rationale for voting in favor of the re-zoning issue before the Planning Board. Afterward the Board approved the proposed re-zoning, moving it forward to town meeting.

Healy moved to accept as amended the Secretary's Report from the previous meeting, Barrett seconded, motion passed, unanimously approved.

Staff Reports

Healy moved to accept the director's and staff reports, Lominac seconded.

Discussed the original draft budget for 2021 and the proposed changes to the budget requested by town officials to accommodate lower projected town revenue resulting from the COVID-19-

related economic downturn. Town officials recommended looking for ways to reduce budget proposal by \$50k. Resolution is to eliminate Sunday hours for fiscal year 2021.

Discussed potential operational savings due to the ongoing closure - the savings are too difficult to predict to affect the proposed budget.

Discussed coverage for Friends of Beebe meetings. Barrett to represent the Trustees at the June 4 meeting.

The motion to accept the staff reports was approved unanimously.

Public Participation

See below.

Correspondence:

None.

Committee Reports:

Budget:

See above.

Building and Grounds:

None.

Friends: Wetmore attended. The Friends discussed their organization going forward and their role while the library is closed. They expect to have a full board with new members.

Gift Funds:

Discussed the Lewis Day Memorial Fund, and fluctuations tied to the market.

Legislative Advocacy: Powers attended virtual Legislative Day event representing the library. It was a one-hour event this year, and capacity was limited.

Personnel: None

New Business

Dan Sherman, a member of the town Finance Committee, attended the meeting. He inquired about the \$50k reduction in the FY21 budget request, and the reasoning for cutting Sunday hours despite their relative popularity. Director McDonald explained that the cut would provide a full day closure for cleaning or adapting to other procedural guidance that may come from the state. Additionally, cutting Sunday simplifies staffing since those hours rotate, and would also simplify contact tracing in the case that would be needed. Sunday hours also pay time and a half, making an hour cut on Sunday a bigger savings.

Sherman was asked about how other departments achieved revisions in budget requests. Each department was different: some departments are not filling vacant positions, or seeing savings from cancelled events such as the 4th of July parade. Deferrals of capital expenditures also contribute.

The library budget was scheduled to be discussed at the next Finance Committee meeting.

Discussed Trustees board election. Board elections cannot be held before Town election without posting that agenda item publicly for two weeks prior to the Trustees meeting. Will be posted immediately so board elections can be done at the next meeting.

Discussed the next year's holiday schedule. Schatz proposed accepting the proposed holiday schedule, Barrett seconded, unanimously approved.

Discussed Trustees meeting schedule. Barrett moved to have meetings on the 4th Wednesday of the month, Healy seconded, unanimously approved.

Discussed COVID-19 Phased Service Plan. Library is currently in Phase 1. Phase 2 would see employees back in the library in a limited capacity. Phase 3 would include curbside service, while Phase 4 would allow limited in person service by appointment only. This is in alignment with the town's overall phased plan for re-opening.

Discussed other libraries' approach to reopening. Some libraries, like Saugus, have configurations or facilities that allow for quicker reopening. Beebe needs to proceed in a way that encourages adherence to guidelines.

Discussed having someone to enforce adherence to guidelines. The details for the plan are not in place yet to determine if such a role is needed.

Discussed safety of staff and patrons as needing to be the top priority.

Discussed benefit of not being an early adopter. Allows library to reap the benefit of lessons learned from other libraries.

Discussed relationship of school opening/closures to other reopening, and latitude to act independently. Plan is to remain in alignment with town plan.

Discussed upcoming release of a study looking at how long the virus remains active on library materials. Discussed approach to decontamination.

Discussed emphasizing health and safety as guiding principles in the Phased Service Plan. That will be added when the document is prepared for public consumption.

Discussed communication with the union. The unions have not been formally engaged, but affected union members on the library staff have been involved in the planning.

Discussed need to change operations from team based to solo execution.

Discussed need to weigh cost of implementing the phases versus the benefit to the patrons of them. Discussed work involved in bringing the portion of the collection currently in circulation back into the building, and the pivot to curbside services.

Discussed importance of messaging and communication with the public.

Discussed ability to adjust settings to reject holds on books not currently at Beebe - inter-library loan is not supported in the current phase of operation.

Discussed ensuring accommodations will be provided for employees at elevated risk from COVID-19.

Schatz moved to accept the proposed COVID-19 Phased Service plan with added flexibility to update based on evolving state guidance, Godwin seconded, unanimously approved.

The Phased Service plan will be added as a regular agenda item.

Discussed documenting current historic situation for posterity. No formal plan in place.

Discussed ways to reach out to the public to inform them of available digital resources.

Next meeting is scheduled for June 17th.

Adjourn

Schatz moved to adjourn, Lominac seconded, motion passed, unanimously approved.

Meeting adjourned at 9:03 PM.