

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: June 17, 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

Staff: Catherine McDonald, Jaclyn Powers

Public: Tracy Vincent

**Documents**

Agenda  
Secretary's Report  
Staff Reports  
Operating Budget Status Report  
Gifts and Grants Status Report  
Gift Fund Summary  
Current Board of Trustees Committee Assignments 2020  
Proposed Trustees Meeting Schedule Fall 2020 - Summer 2021  
Friends of Beebe Meeting Schedule  
Article on Library Reopenings

**Scanlon called the meeting to order at 7:03 PM**

**Acceptance of Secretary's Report**

Discussed updates to indicate staff reports from April. Update recommended to indicate that the Friends expected to have a full board, but did not yet have the board approved.

Schatz moved to accept the secretary's report with the above amendments, Barrett seconded, approved unanimously by roll call vote.

**Staff Reports**

Quinn moved to accept the director's and staff reports, Schatz seconded.

Discussed collection development assignments among the staff.

Discussed web site development.

Discussed Tech Services and newspaper delivery to the library. Discussed gap in the collection with most papers, but may be able to work with the Wakefield Daily Item to fill the gap with back issues for the public record.

Discussed metrics on books in circulation by type. Such metrics are reported in aggregate to the federal government.

Discussed delays in rolling out new procedures driven by supply chain issues - plastic bins for returned books, hand sanitizer, and other items are more difficult to get as other libraries and institutions open up and supplies dry up.

Discussed upcoming mailing and other efforts to reach out to patrons to communicate library offerings. Draft text sent to Town Communications Director Jenn McDonald for review by a non-librarian.

Discussed free access to Ancestry.com available through the library website. This access is typically only available onsite at the library, but is offered remotely on a temporary basis.

Discussed ability to get a library card remotely.

The motion to accept the staff reports was approved unanimously by roll call vote.

#### **Public Participation**

Tracy Vincent, the new assistant Treasurer for the Friends of Beebe Library, attended to observe the meeting.

#### **Correspondence:**

None.

#### **Committee Reports:**

##### **Budget:**

Plans already in place to expend remaining FY20 book budget. Orders will be placed by the end of June.

Underruns projected in the personnel and utilities line items, and that money will go back to the town. Other departments are also showing similar returns of FY20 funds.

The town leadership requested that the library cut \$50k from the FY21 budget request that had been presented and approved by Finance Committee and Town Council prior to Town Meeting. Cuts were requested of other town departments, as well.

##### **Building and Grounds:**

No activity on the sign, but the library may move forward with the related masonry work.

**Friends:** Barrett attended. They now have a full board with new members. Fundraising, membership drive, and book storage and sales activities are ongoing. The Friends are going to recommend recognition of longtime member Jody Sherman by the Town Council for Volunteerism for her years of service.

Discussed Friends sale of honey and aprons on the library plaza. Discussed issues with health and safety guidelines related to COVID-19 and need for library oversight. Discussed alternatives such as setting up table on sidewalk in front of the library or other businesses on Main St., perhaps in conjunction with the Buzzy Bee scavenger hunt run by the Youth Room. Discussed potential benefit to whole downtown to have honey sold on sidewalk. Discussed whether unattended tables currently on the plaza are similar to a honey sale. Discussed Farmer's Market being closed off as a sales avenue due to current market rules.

**Gift Funds:**

None.

**Legislative Advocacy:** Budgets from the State Legislature have not yet been released. They have until July 1 to do so. There is still an opportunity to advocate for library funding.

**Personnel:** None

**New Business**

Discussed updates to the Phased Service Plan. June 18 is the first day of book collection for items currently in circulation; books will be collected from 10 to 8 at the Avon Street entrance. Books will be deposited into bins which will be wheeled inside when full. The books and bins will be quarantined for 72 hours, and staff will use gloves when re-shelving. RFID will speed up check-in process. Each bin would be assigned to a single librarian.

Discussed desire to keep people moving forward in their careers and engaged in their work.

Discussed Reading Library drive-through.

Six weeks after final due dates library will begin sending out overdue notices.

Summer Reading program is all set. It will be entirely virtual. The website is being finalized to add program information to a banner on the main page.

Discussed reorganization of the Executive Board. Notice of this agenda item was posted two weeks prior to the meeting date to accommodate reorganization prior to Town Elections. Discussed process used in the past, as well as term lengths being one year with no term limits.

Lominac nominated Scanlon for Chair, Barrett seconded, motioned passed unanimously with roll call vote.

Schatz nominated Quinn for Vice-Chair. After some discussion, and a determination that there was little active interest from anyone else in the Secretary's role, Schatz moved to withdraw the nomination, Godwin seconded, unanimously approved by roll call vote.

Lominac nominated Healy for Vice-Chair, Godwin seconded, unanimously approved by roll call vote.

Lominac nominated Quinn for Secretary, Barrett seconded, unanimously approved by roll call vote.

Discussed sub-committees in general, and official signers for library specifically. No need to change the list of signers, since the backup is needed so infrequently. Barrett moved to keep Committee membership the same as the previous year, Lominac seconded, unanimously approved by roll call vote.

Next meeting is scheduled for September 23rd, 2020.

**Adjourn**

Schatz moved to adjourn, Godwin seconded, motion passed, unanimously approved by roll call vote.

Meeting adjourned at 8:31 PM.