

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: September 23, 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, Tim Healy

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report for June and September

Gifts and Grants Status Report for June and September

Gift Fund Summary for September

Policy Regarding Service to Uncertified Libraries and Their Patrons

LSTA Civic Hub Grant Proposal: Commit to Your Community

Notification of Fall Regular Town Meeting

Scanlon called the meeting to order at 7:06 PM

Acceptance of Secretary's Report

Discussed typo in entry about a budget discussion.

Lominac 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, Healy seconded.

Discussed HVAC repairs made over the summer requiring replacement of a motor.

Discussed the microburst weather event in Wakefield during the summer. The library suffered no damage from the event.

Discussed the ongoing work to overhaul the library website. The next phase of development is expected to complete by the end of the month, and the overall task remains on schedule.

Discussed the Operating Budget. The pandemic-related shutdown of the building resulted in lower utility costs, creating an opportunity to pay for additional Professional Services in FY20.

Discussed increased telephone costs resulting from use of a call transfer service while personnel was forced to work remotely during the pandemic-related shutdown.

Discussed gifts and grants, and State Aid funds. The final RFID encumbrances were covered by State Aid funds remaining from previous years.

Discussed billing schedule for the printer maintenance service. That service bills annually, so its percentage of its annual budget spent is high even though the fiscal year just began.

Discussed the town's freeze on its capital spending.

Discussed state of the final FY20 library budget. The library was able to return close to \$75k of unused budget to the town.

Discussed personnel costs and potential changes based on negotiations with the union that covers librarians.

Discussed the touchless circulation being provided by the library at the Avon Street entrance. The service is labor intensive, but is valued by patrons. The staff has caught up with the backlog of returned and reserved books, and is serving 80 patrons per day.

Discussed the inter-library loan process - books are being quarantined for five days before being circulated. Support from NOBLE has been excellent.

Discussed procurement of personal protective equipment (PPE). Some PPE is easier to acquire, but COVID-19 costs remain high due to single use items such as the bags used for touchless circulation.

Discussed the state of the staff. They have adapted well as on-site staffing levels have slowly increased. On-site staff is still limited and targeted, and requires planning to stay under the limit of 8 people per 1000 square feet of space.

Discussed the Census event held in front of the library. The library received a grant for equipment in support of the event.

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

Public Participation

None.

Correspondence:

Town Hall sent a memo to Department Heads announcing that the November Town Meeting will be held at 8AM on November 7th at the field house at Wakefield Memorial High School.

Committee Reports:**Budget:**

See above.

Building and Grounds:

Discussed revisiting renovation of the sign on the Main Street lawn. The original plan was to pay for the renovation with a mix of gift funds and Town capital funding - with Town capital spending frozen that plan is not feasible. The masonry portion of the work is largely complete. Healy will pursue firm numbers from a vendor for the rest of the job.

Friends: Godwin attended. The group was engaged in firming up plans for transition to their new board and committees. Membership was down year-over-year due to a delay in the annual membership drive insert that is included annually with one Wakefield Municipal Gas and Light billing. That insert will go out in the coming months. Healy to attend the next meeting.

Gift Funds:

See above.

Legislative Advocacy:

None.

Personnel:

Meeting of the Personnel Subcommittee planned for Monday September 28.

New Business

Discussed updates to the Phased Service Plan. The Director and staff are examining what would be required to let patrons into the building. The process would be labor intensive and would come at the cost of reduced side entrance circulation support. The overall strategy is to move forward cautiously so that once a service is reintroduced it will not have to be withdrawn due to overextension of resources. The plan is under perpetual review.

Discussed services offered by the Children's Room. GrabN Go craft bags have been well received, and the Middle School book club has been restarted.

Discussed policy for interacting with libraries that have lost their certification. Services are not extended to such libraries or their patrons by policy. This policy is in alignment with MBLC guidance. No changes to the policy are recommended at this time.

Discussed Unity Program grant proposal. The proposal has been submitted and was well received by the grant reviewers.

Next meeting is scheduled for October 28th, 2020.

Adjourn

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

Meeting adjourned at 8:16 PM.