

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: October 27, 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, 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

Gifts and Grants Status Report

Gift Fund Summary

Director's Employee Agreement

Draft FY22 Library Budget

FY21 Action Plan with Status

Draft FY22 Action Plan

**Scanlon called the meeting to order at 7:07 PM**

The Personnel Subcommittee met on September 28 to discuss renewal of the Director's contract. Barrett moved to accept minutes from that meeting, Lominac seconded, and the subcommittee approved the motion unanimously by roll call vote.

The subcommittee presented the proposed Director's contract to the full board. The proposed contract was for three years retroactive to July 2020; other than salary specifics the only major revision was to add a clause automatically renewing the contract in the case of no affirmative action taken by the board. A typo was noted on Page 1.

Barrett moved to approve the proposed Director's contract. Schatz seconded, and the motion was approved unanimously by roll call vote.

Lominac moved to authorize the Chair to sign on behalf of the board, Schatz seconded, and the motion was approved unanimously by roll call vote.

**Acceptance of Secretary's Report**

Godwin moved to accept the secretary's report, Healy seconded, approved unanimously by roll call vote.

**Staff Reports**

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

Discussed implementation and testing of an RFID sensor to search shelves for a particular item or to change the recorded location of items, for example in Grab and Go bags of similarly themed items.

Discussed the kickoff of the Commit to Your Community program on 10/28.

Discussed acceptance on 10/26 by the Town Council of a gift to the library from the estate of Constance Murray. The gift is unrestricted.

Discussed work done by the staff to come up with ways to effectively hold a virtual version of Wakefield 101. The staff is also working on ways to improve side door pickup service.

Discussed use of IT capital to acquire laptops issued for remote work or to support socially distanced work in the library building.

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

#### **Public Participation**

None.

#### **Correspondence:**

None.

#### **Committee Reports:**

#### **Budget:**

See new business.

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

Discussed ongoing investigation into renovation of the sign on the Main Street lawn. Batten Sign indicated that the requested work is feasible, and gave a price of about \$13,000. Healy is working on getting from the vendor a physical mock-up of the sign for presentation to the board. Costs could be covered by various gift funds. No funds would be available from Town capital budgets, as the town is not currently funding capital projects.

Discussed requirements for screen resolution, as well as effect of ambient light in the existing location.

Discussed need to have a static message as opposed to a rotating dynamic display to preserve the character of the library and the downtown area. Discussed possibility of damage or vandalism, as well as coverage by insurance

**Friends:** Healy attended, Schatz was present in her capacity as member of the Friends book sale committee. The group discussed honey sales, the book sale, and book drop. They discussed communication plans. Book drop was cancelled with plans to reschedule, with a revised approach using online sign-up. They are also looking at refreshing their branding.

#### **Gift Funds:**

See above.

#### **Legislative Advocacy:**

Local representatives to state legislature not likely to change in upcoming election. Governor Charlie Baker has issued a revised draft of the budget, with another due in the coming weeks. Draft budget provides basis for library advocacy with existing representation.

#### **Personnel:**

See above.

#### **New Business**

Discussed updates to the Phased Service Plan enacted to enable patron servicing while ensuring compliance with pandemic guidelines. The only change this month was the addition of a Reference Librarian on location at the Senior Center one morning a week to help those patrons find the resources they need.

Director McDonald presented a draft of the FY22 Budget for the library. Recommendation from Town Hall was to keep funding level with the exception of contractual increases. The draft budget does this, and funds the return of Sunday hours for FY22. It does not include increases related to ongoing labor negotiations with the union covering librarians.

One other increase is in the library's contractual services from NOBLE - this increase will allow the library to meet state certification requirements for spending on materials.

Discussed calculations for resumption of Sunday hours.

Discussed sick time buyback for employees with large amounts of accrued sick time.

The next step for the budget is review by Town Accountant Kevin Gill.

Discussed the Library Action Plan for FY22. An action plan is required each year to qualify for federal funding.

The FY21 Action Plan was sufficiently flexible to be adapted to the realities of COVID-19, and remains on track to be completed.

Discussed the FY22 plan; it starts in July 2021 with an overarching focus on Organization and Programming.

Discussed the upcoming 100th anniversary of the Lucius Beebe Memorial Library. The cornerstone was laid in March 1922.

Godwin made a motion to accept the FY22 Action Plan, Barrett seconded, and the motion passed unanimously by roll call vote.

Discussed a recent inspection of the patron elevator - it requires two fixes prior to passing inspection.

Next meeting is scheduled for November 18th, 2020.

### **Adjourn**

Healy moved to adjourn, Barrett seconded, motion passed, unanimously approved by roll call vote.

Meeting adjourned at 8:28 PM.