

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: November 18, 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, Kevin Scanlon, Chris Barrett, Tim Healy, Adam Rodgers

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda
Secretary's Report
Staff Reports
Operating Budget Status Report
Gifts and Grants Status Report
Gift Fund Summary

Scanlon called the meeting to order at 7:02 PM

Acceptance of Secretary's Report

Discussed a typo in the report – the library's cornerstone was laid in 1922, not 2022. Healy, moved to accept the secretary's report with typo amended, Barrett seconded, approved unanimously by roll call vote.

Staff Reports

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

Discussed widespread unemployment fraud throughout town - most or all town departments saw employees targeted.

Discussed Library of Things implemented at Beebe. Items need to be added to the website as it's being updated, and the goal is to go live by the time the library reopens after pandemic restrictions are lifted.

The plan is for 30 items - as of this meeting only seven items are available. The 30-item threshold would make the town Department of Public Works eligible for certain grant money. The library is choosing items to add to the collection carefully based on estimated demand and available storage space; as a result, donations are not being accepted.

Discussed the ongoing development of the web site. It is not as far along as originally planned, but staff is taking the time with the vendor to get the layout right the first time, including where information should reside and the look and feel on mobile devices.

Discussed accessibility issues for unsighted or differently sighted patrons.

Discussed acquisition of Adobe Acrobat Pro licenses for marketing and communications. The licenses were paid for with grant money.

Discussed the Commit to Your Community program. Upcoming events include another book talk on December 2, a panel discussion on mutual aid organizations on December 9, and a keynote speaker to kick off a second phase of the program on January 13.

Discussed Operating Budget summary -a calculation of the percent complete for personnel was omitted in error this month.

Discussed the reference item of the day, which puts a human face on the circulation metrics.

Discussed updates to the Phased Service Plan. To date there have been no requests for the offered library support on site at the Senior Center. Remote printing requests have started to increase as word gets out.

Discussed the procedure for the added notary service at the Avon Street stairwell exit.

Discussed suggestions from the board for marketing to bolster the new services.

Discussed other area libraries opening. The director explained that library openings are largely dictated by the size and configuration of their facilities. Opening Beebe to in-person browsing would necessitate suspension of the Avon Street circulation, and would require patrons to sign up to browse individual sections of the library to keep browsing socially distanced and stay within recommended traffic density limits. The goal is to maximize the patrons serviced each day, and staff is constantly re-evaluating whether in-person browsing meets that goal even one or two days a week.

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

Public Participation

None.

Correspondence:

None.

Committee Reports:

Budget:

The proposed budget has passed through the Town Accountant's office and has gone on to the Finance Committee for review.

Building and Grounds:

Healy reached out to Sardella Signs after not getting a response from Batten for additional information. Their price was similar to other prices researched. They provided a drawing of the proposed unit with a border to fill most of the existing aperture. The Board discussed additional accommodations that would need to be made to support the technology.

Discussed town by-laws which appear to not prohibit the proposed sign, but would restrict how it is used.

Friends:

Lominac provided a brief summary via email. The meeting covered honey sales, three scheduled drop off dates for collecting donated books, the membership drive, and a request to them from the Director to donate \$10,000 to cover various items.

Quinn to cover in December.

Gift Funds:

Discussed unrestricted lines. Gift fund updates were not available for November.

Discussed inadvertent closure of a Library checking account through The Savings Bank linked to accounts at First Financial Trust. A new checking account will have to be opened.

Legislative Advocacy:

Schatz sent to the Board a list of legislators for advocacy during the reconciliation phase of the State Budget process. Six of seven budget lines related to libraries will need to be reconciled between the House and Senate versions.

Personnel:

None.

New Business

Discussed discovery of chairs from the Children's Room that are possibly original to the building.

As a reminder, discussed the need for Trustees to file the annual Campaign Finance report with the Town Clerk by January 15.

Discussed review by Rodgers of the Director's contract, as he was unable to attend the October meeting. He voiced his approval.

The board expressed their thanks to the library staff for their hard work through incredibly difficult conditions this year.

Next meeting is scheduled for December 16th, 2020.

Adjourn

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

Meeting adjourned at 8:03 PM.