

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: February 24, 2021**

**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, Kevin Scanlon, Aimee Lominac, Chris Barrett, Tim Healy, Adam Rodgers, Cindy Schatz, Laura Cutone Godwin, Susan Wetmore  
Staff: Catherine McDonald

**Documents**

Agenda  
Secretary's Report  
Staff Reports  
Operating Budget Status Report  
Gifts and Grants Status Report  
Gift Fund Summary  
FY22 Legislative Agenda

**Scanlon called the meeting to order at 7:01 PM**

**Acceptance of Secretary's Report**

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

**Staff Reports**

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

Discussed the Director accepting an at-large position on the NOBLE board.

Discussed transition of the Trustee Resource binder to digital format.

Discussed the MBLC pocket handbook.

Discussed personnel, and degree requirements for employment at the library.

Discussed the Young Adult area of the library. The plan to add computing assets in that area was changed based on feedback from young adult patrons and analysis of how they use the space. The focus is now on modular furniture that can be configured by the patrons.

Discussed roof leaks. Recent weather has prevented specific tracing of the source of the leak, but staff has narrowed down the cause. Roof replacement on Capital budget list for repair, targeted for FY23. Roof repair is the highest priority capital project for the library.

Discussed the budget line item for "Maintenance by DPW". This line includes equipment used by the library furnished by the DPW.

Discussed Library website development. Project is on budget, but delayed due to personnel turnover at the vendor (including the project manager for the library site). The project is 95% complete, with accessibility verification still to be completed.

Discussed available library resources related to the Wakefield Memorial High School logo.

Discussed the Interesting Reference Question of the Month, assisting a patron with printing a 100 page document, and additional resources provided by the library.

Book budget spending is a bit behind, but will catch up in the coming months with publication of pre-ordered items.

Discussed spending on digital resources - it is higher than in previous years but still on budget.

Discussed maintenance of a wish list to allow rapid commitment of resources in case of surpluses in the budget.

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

#### **Public Participation**

Keith LaGraves attended the meeting.

#### **Correspondence:**

None.

#### **Committee Reports:**

#### **Budget:**

None.

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

None.

#### **Friends:**

Scanlon covered. Membership drive continues. The group is looking for a co-chair for the book sale. Funding for the payphone in the Avon St. foyer was approved. The group is looking at a fundraiser via website, as well as considering a pop-up sale event at the former Hurd School building when the weather improves.

The next Friends meeting is March 4. Schatz to cover.

#### **Gift Funds:**

None.

#### **Legislative Advocacy:**

Schatz sent information to the Trustees covering the legislative schedule as well as the (virtual) legislative breakfast. The list of attendees has not yet been announced.

Discussed involving the Friends in advocacy. Schatz had already sent the legislative information to the Friends board.

**Personnel:**

None.

**New Business**

Discussed Capital Request and coordination with DPW Director Joe Conway. The planning committee met, but since there was no changes since the last request, the Library Director was not needed for the meeting. The committee seemed inclined to approve the request for new carpeting depending on overall town requests. The total library request was for \$60k for updates to the Main, Red and Gold rooms.

Discussed front-of-building roof renovation history.

Discussed possibility of accelerating carpeting replacement to occur while library remains closed. It is a matter of timing of funding and the start of the fiscal year.

Discussed the Friends' draft of a Memorandum of Understanding (MOU). Director suggested taking the month to collect edits. The Director will collect those redlines and incorporate them into a new draft.

Discussed re-examining logistics of re-opening the library building to the public some number of days a week. Considerations being evaluated include remaining closed one or two days a week to continue drop-off circulation of materials at the Avon Street entrance. Discussed need for guidance from the Town Board of Health before proceeding with any changes. Would likely have to limit browsing time for any individual patron, and will depend on progress of vaccinations.

Discussed other libraries re-opening. Libraries that are open aren't fully open, don't offer unlimited occupancy, or free roaming to all parts of the facility; access is typically by appointment only, with limited capacity and/or restricted to select parts of the library.

Discussed re-examining side-door service as browsing capacity increases.

Discussed the re-opening model used by Town Hall, which is open part of each day. This would be difficult to implement while maintaining side door service due to the logistics of side-door staging in the lobby, and that the side door would need to be used as it is the only door with full accessibility for all patrons. There are also differences in how people use the two buildings - visits to Town Hall are much more transactional, whereas patrons tend to linger or wander at the library.

Next meeting is scheduled for March 24th, 2021.

**Adjourn**

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

Meeting adjourned at 8:21 PM.