

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: March 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, Cindy Schatz, Laura Cutone Godwin, Susan Wetmore

Staff: Catherine McDonald, Jaclyn Powers

Public: Scott Staiti, Paul Gordon

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report

Gifts and Grants Status Report

Gift Fund Summary

FY21 Action Plan - Status

Memorandum of Understanding (MOU) between Friends of Beebe Library and Lucius Beebe Memorial Library - Original Draft, Second Draft and Redlines

Public Correspondence

Scanlon called the meeting to order at 7:05 PM

Acceptance of Secretary's Report

Godwin moved to accept the secretary's report, Lominac seconded.

Discussed the appropriate subsection to capture a discussion about the budget. Agreed to move to Staff Report section.

Motion approved unanimously by roll call vote.

Staff Reports

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

Discussed replacement of a meeting room projector. Cost estimates were still needed. Three consultations were scheduled for the following week. In general, projector prices can vary

widely. Plan was to use state aid to replace the old projector, which had been in use for over 10 years.

Discussed switching to water fountains with bottle fill capabilities when replacing the units. Funding will depend on eventual cost.

Discussed water leak discovered due to elevated reported water use from water meter. Tracking down and fixing the leak will cut into fountain replacement budget.

Discussed weekly emails from library to the public. Discussed note from the Director in those emails, and the positive reception from the public. Intention of the note is to encourage people to open and read the email each week to drive engagement. About 20% of emails sent are opened by the recipient. Discussed problems with using Facebook for communications, due to the algorithms used by Facebook in manipulating timeliness.

Discussed website development. Staff are completing a page by page review of the development. Final testing will have to be done after porting the site from a development server to the NOBLE servers. Site could go live very soon.

Discussed requests for Native American material, and a possible display in the library, related to the discussion around the logo used by Wakefield Memorial High School.

Discussed a planned outdoor activity at the library that was postponed at the request of the Town Board of Health and the Town Administrator. Reschedule of the event will depend on Town health metrics and consultation with the Board of Health and other town officials.

Discussed looking to the town to provide a plan and define conditions for re-opening the library facility to the public.

Discussed checking HVAC filters in preparation for eventual reopening.

Discussed configurations of the library that would allow for reopening. Most configurations result in fewer patrons served per day compared to the current side door service.

Discussed partial-day openings, with the rest of the day used to keep side door service going. Configuring the staging area for side door rental makes this option impractical, although alternating days may be a solution. Accessibility would be a driving factor in any reopening plan, and also an 'open' library would still include limitations on library use as well as registration ahead of time. Any segmentation or limitation of access to support mandated limits on numbers of patrons in the building would run into restroom access issues, and would have to be carefully considered.

Discussed usage statistics, and ways to slice the metrics by time of day.

Discussed continued learning activities for the staff and the underrun on the tuition line in the budget. Underrun is because activities are not tuition-based - costs for learning activities are through memberships or registration fees.

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

Discussed Phased Service Plan updates. If library is given the authority to reopen prior to the next Trustees Meeting, an out-of-cycle meeting will be called.

Public Participation

Paul Gordon and Scott Staiti attended the meeting. Both are running for Trustee in the upcoming Town election. Paul asked questions about reopening during the Staff Report discussion.

Correspondence:

One letter and one email from grateful patrons was received.

Committee Reports:

Budget:

None.

Building and Grounds:

At the previous meeting, there was a discussion about when the two sections of the roof had been redone. The roof of the original building was redone in 1998, the roof on the expanded section was last done in 1990.

Friends:

Schatz attended. Membership is approximately level with last year. The Friends have a new point of contact for Twitter. Their newsletter is planned for 4/15. They provided no edits on the MOU.

The next Friends meeting is April 1. Wetmore to cover.

Gift Funds:

Director to get new checkbook from The Savings Bank for funds held there once new signatories are voted on in May.

Legislative Advocacy:

Schatz sent information to the Trustees covering the Library Legislative Day event on April 8. There is no Legislative Breakfast in eastern Massachusetts this year.

Town Election is on April 27; three seats for the Board of Trustees will be on the ballot. Town Meeting is scheduled for May 11.

Discussed the next Trustees Meeting, which is scheduled for one day after Town Election. Anyone elected to the Board on the 27th would have to get to Town Hall the next day to be sworn in prior to participating in the Trustees meeting on the 28th.

To alleviate this tight schedule, Barrett moved to change the next Trustees Meeting to April 13. Lominac seconded, and the motion was approved unanimously by roll call vote.

Personnel:

None.

New Business

Discussed MOU draft edits. Discussed whether MOU was the correct vehicle for the information contained in the draft. Discussed in what way the MOU would enforce violations of the agreement. Discussed specifics of the advocacy clause in the Friends section. Discussed how Friends break out administrative costs. Discussed potential role of MOU in leveling understanding between the two groups. Discussed inclusion of Friends in annual planning meetings. Discussed the utility the MOU would have in bringing new board members up to speed.

Barrett moved to table the MOU until feedback on a path forward could be gathered from the Friends. Lominac seconded, and the motion was approved unanimously by roll call vote.

The Friends By-laws and Mission Statement will be included in the packet for next meeting.

Discussed funding to replace carpeting in the library. The carpet funding was not included in Town Capital Spending Plan for the next fiscal year, marking at least the second year the funds were not in the Plan. The Director will investigate whether the funds for the carpet are somewhere in the proposed Department of Public Works budget.

Discussed other avenues for funding the carpet replacement, such as articles or amendments at Town Meeting.

Discussed other parts of the Operating Budget without specificity items.

Next meeting is scheduled for April 13th, 2021.

Adjourn

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

Meeting adjourned at 8:49 PM.