

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: October 27, 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 was conducted by remote participation.*)

Trustees Present

Tim Healy, Jeffrey Quinn, Susan Wetmore, Chris Barrett, Paul Gordon, Scott Staiti, Aimee Lominac, Laura Cutone Godwin

Staff: Catherine McDonald, Jackie Powers

Attendees: Madeline Naper

Documents

Agenda

Secretary's Report

- September 2, 2021 Board of Library Trustees Mask Requirement meeting
- September 22, 2021 Board of Library Trustees monthly meeting
- June 23, 2021 Minutes of Executive Session

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

Warrant for November 6, 2021 Town Meeting

FY23 Action Plan DRAFT

Mask Requirement Motion DRAFT

Friends of the Library Policy DRAFT

Standards of Conduct Policy

Standards of Conduct from other libraries

Melrose Public Library

Forbes Library (Northampton Public Library)

Massachusetts General Law Part IV, Title I, Chapter 266. Section 99A

Massachusetts General Law Part IV, Title I, Chapter 266. Section 100

Letter from Boise Public Library

Healy called the meeting to order at 7:03 PM.

Acceptance of Secretary's September 22nd Report

Quinn moved to accept the secretary's report; Staiti seconded.

Motion approved unanimously by roll call vote.

Acceptance of Secretary's September 2nd Report

It was confirmed that we had previously approved these minutes at last month's meeting

Acceptance of Minutes of Executive Session from June 23, 2021

Barrett moved to accept the executive session minutes; Quinn seconded.

Motion approved unanimously by roll call vote.

Staff Reports

Lominac moved to accept the secretary's report; Staiti seconded.

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

Healy asked about the decision to close the library early on 10/26/21 due to inclement weather.

McDonald said the decision was made easier because evenings have been very quiet at the library.

Discussion about Friends no longer accepting CDs/DVDs as donation items. McDonald noted that these have not been selling as well as they had in the past.

Acknowledgement of Jeff's last recap as reference librarian. Wetmore thanked McDonald for hosting Jeff's retirement party at her home. Seeing the staff together made Wetmore appreciate the family atmosphere among the staff members which was impressive.

BeebeCon and Hispanic Festival: Wetmore enjoyed seeing the live pictures via social media. Great to see the library as a center for life coming back to the downtown area.

Public Participation

Madeline Naper: representative from Youth Council. McDonald will send Madeline a packet for next month's meeting.

Correspondence

Letter from Library Director from Boise, ID. Beebe received a book that belonged to the Boise, ID library, which the staff then returned. The Boise library sent a note in exchange for the return.

Committee Reports

Budget

n/a

Building and Grounds

No leaks with all the recent rain so the roof seems good. The back office elevator is broken; mostly used to move heavy items from floor-to-floor. Termite issue from several months ago is completely resolved.

Friends

McDonald shared an update in the packet.

Book bag sales are coming up: November 3rd and 6th.

Gift Funds

McDonald went to The Savings Bank today. Wetmore and Staiti offered to be on the trustees bank account. All three (McDonald, Wetmore, Staiti) need to go to the bank within 24 hours to activate the account.

Legislative Advocacy

Massachusetts Board of Library Commissioners (MBLC) is asking for more money than requested last year; they got everything they wanted last year. Virtual trustees orientation 11/16 from 6:00-8:00 pm. McDonald to distribute meeting invitation.

Personnel

The new reference librarian started on 10/26/21.

Healy requested an updated org chart of the library staff (with names and positions).

New Business

November Town Meeting

- The Town Administrator has volunteered to present library articles.
- Requesting \$30K for each article: (1) reinstating Sunday service in 2022 and (2) funds for staff collective bargaining agreement.
- Anyone attending Town Meeting should be prepared to defend the request but McDonald has not received any questions thus far.

DRAFT of FY23 Action Plan

- Outlines five goals for the five year period of the plan. Each goal has an objective. Each year, the library comes up with actions to support the objectives.
- McDonald mentioned that this is a good time to regroup with the disability committee.
- Redesign the Gold Room to make it more comfortable for browsing.
- The Action Plan needs to go to MA Board of Library Commissioners by 12/1/21.
- Barrett made a motion to approve the action plan; Quinn seconded the motion. The motion to accept the staff reports was approved unanimously by roll call vote.

Mask Policy Review

Library adopted the town's mask policy which exempts people with a disability that prevents them from wearing a mask, but they are not required to prove exemption. However, there is concern about the impact on other patrons, especially children who are not yet able to be vaccinated. McDonald indicated that the library would offer alternative solutions for patrons who can't wear a mask. Discussion followed about keeping the town's mask mandate or having the library trustees set their own policy.

- Staff was polled on this issue. They don't want to escalate a contentious environment but the policy doesn't give them enough support to ask someone to leave the building.
- Are other town buildings experiencing similar issues? The Senior Center is not having any trouble with the policy but that is a different audience.
- Unlike other town buildings, library patrons stay for a longer period of time.
- The current policy has a loophole; if we get rid of the loophole, it would give staff better ability to enforce the policy.
- Do we need to run this by the board of health? McDonald asked but did not get a response.
- To enter Town Hall, you need to provide your name, address, phone number, and reason for entering the building.
- Patrons entering the library without a mask is happening with great frequency; daily. Example given of a 3-hour meeting in the library with two unmasked patrons.
- All the signage throughout the library says that "masks are required." Suggestion was made to use the PA system to remind people to wear a mask.
- What happens if a patron refuses to wear a mask? Similar to a trespass incident; police would be notified.
- Unmasked patrons disrupt service for patrons who have secondary health issues -- especially unvaccinated children.
- Healy suggested voting on the amendment and adopting it pending approval from the board of health or Tom Mullen.
- Librarians are trained to meet patrons' needs. Staff would prefer having a policy that clearly states that all patrons must be masked. That would make enforcement easier.
- Staiti made a motion to accept the modified mask requirement policy subject to board of health and town approval; Lominac seconded the motion. The motion to accept the modified mask requirement policy was approved unanimously by roll call vote.

Question about moving outdoor programming indoors. There will be fewer programs (which is typical for November/December) and programs will have capacity limitations.

Friends Policy DRAFT

McDonald shared an amended version of the Friends of the Library policy from 5/14/87. Biggest addition is to ensure a safety net if the Friends cease to actively fundraise and promote the library. This revised policy would be used in place of an MOU. McDonald will share the policy with the Friends, and then bring it to a vote at a future trustees meeting. This policy sets the framework for the relationship between the Friends and the Library.

Standards of Conduct

This came up based on a question from a patron asking if he could bring his concealed weapon into the library. (McDonald spoke to Tom Mullen and he said the trustees could determine the policy on weapons as part of Standards of Conduct.) The last revision to the Standards of Conduct was written in 2014; at that time the text was geared to young patrons.

- McDonald suggests a more thorough update based on comps from two other libraries: Melrose Public Library and Forbes Library (Northampton).
- McDonald proposed rewriting the Standards of Conduct based on Forbes template, then circulate to trustees for review and approval.
- Recommendation to make the policy more general in terms of not identifying what's not appropriate.
- Healy suggested engaging the staff on revised Standards of Conduct.

Items Not Reasonably Anticipated by the Chair

Madeline noted that an additional teen liaison will be joining her at the next meeting.

Adjourn

Lominac moved to adjourn the meeting; Barrett seconded.

The motion to adjourn was approved unanimously by roll call vote.

Meeting adjourned at 8:45 PM.