Present: Carolyn Coffey (Chair), Catherine O’Callaghan, Marylou Lawrence, Catherine Harvey, Elaine Breslow, Lynne DiGiacomo, Sarah Pease, Stephen Brown, Meaghan James (Director)

Meeting called to order, 6:05 pm

1. Minutes
   a. The February 12, 2020 minutes were moved, voted and approved unanimously.

2. Director’s Report (James)
   a. The Facilities Department has installed lighting above the new patron computer bank and the consensus is that it adds much needed light and works well with the new look.
   b. Furniture: i. Some patrons have expressed concerns about the placement of the new books and Meaghan is working to reconfigure the area to best display the Red Hot Reads, new books and new audiobooks. ii. Carolyn asked if the current placement of the blue chairs and tables was the final location, as this will affect the purchase of the area rug to cover the cutouts in the oriental rug. Meaghan will consider the options and revisit the issue in a month. iii. Brigid reported to Meaghan that TAB was pleased with the YA room furniture and requested more pod chairs for the new tables. Meaghan will obtain a quote from the furniture company. iv. The art hanging system has been ordered for the lobby area and will be installed when it arrives. v. Fun boards in the Children’s Room have been installed on the bookcase endcaps and on the wall in the Children’s Room alcove.
   c. With the onset of the coronavirus, the library has been very quiet, and Meaghan has attended numerous department head meetings to prepare and plan, should things worsen. At this point, some programs have been cancelled or postponed and plans are in the works to have some of the programs filmed and aired on the local cable channel. Elaine suggested posting a statement on the website with the steps being taken by the library to manage the crisis in addition to posting a link to the town’s statement. Steve suggested investigating Zoom, a service that allows participants to log in and interact with each other online. He also mentioned that this might be an opportunity to highlight the library’s online resources that are available to patrons. The IT Department is working to provide some employees with laptops linked to the town network, should working from home become necessary.
   d. Meaghan continues to work with the Community Services group on the teen center project. They have created a survey but, to date, have only had 130 responses. The Selectmen have set a goal of 35% community participation, which may be extremely difficult to achieve. Meaghan urged the Trustees to complete the survey and provided a link to access it.
   e. Meaghan and Carolyn presented the proposed FY21 budget to the Advisory Board and felt that it was well received. Don Piatt of the Finance Dept. will be following up at some point in the near future.
   f. Meaghan presented two requests to the Community Preservation Committee at their recent meeting. The first was a request for funding the framing of a map that was donated by the Woods family. Nick was helpful in obtaining pricing for this project. The other request was for book restoration funds, for some titles held at the library and a Teacher’s Association book, owned by the town.
   g. The Legislative Coffee was a success and the Trustees were complimentary of Meaghan’s leadership and the event as a whole.
h. The Technology goals the Meaghan set out for this year have nearly all been achieved. Wifi bandwidth has been increased, the new patron printer is in place, Chromebooks are available to patrons, all computers have been upgraded to Windows 10, a new staff printer has been installed and the wiring for the people counter has been completed. In the next fiscal year, Meaghan plans to purchase the people counters when the funds become available beginning in July.

   a. The outstanding bills were approved unanimously.

4. Chair’s & CLT Report (Coffey)
   a. Carolyn has passed along the Trustees’ comments regarding a reconfiguration of the CLT boards and committees to Jane Goedecke. At this time, the discussion will be tabled until a later date.
   b. Carolyn reminded Meaghan that the annual South Shore Music Circus grant request will be due soon. Carolyn will obtain an application from the SSMC, if one is not readily available.

5. Friends Report (Harvey)
   a. The Friends did not meet in the last month.

6. Other
   a. The Ripley Road parking lot is being used by Rec. Dept. patrons to pick up their children and Meaghan was asked to speak to Ted about it.
   b. Meaghan has begun examining existing library policies and will share the ones that need revising in Google Drive. Steve and Catherine O. have agreed to work with her to update those that need it.

Meeting adjourned at 6:56 pm

Documents:

Minutes of the February 12, 2020 Trustees Meeting
Director’s Report – March 9, 2020
March FY20 Financial Report
March 11, 2020 Accounting Report – Bronwyn
FY20 March 11, 2020 Warrant
Library Trustees Authorization for Payment – 03/11/2020
FY20 Deposits to Treasurer – Fines & Fees etc.
FY20 Deposits to Gift Account