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

Meeting called to order, 6:07 pm

1. Minutes
   
   a. The March 11, 2020 minutes were moved, voted and approved unanimously.

2. Director’s Report (James)
   
   a. Meaghan mentioned how proud she is of the staff and their success in moving programs from physical to virtual. The changes occurred rapidly, and the staff embraced the challenge enthusiastically. The statistics look good, with a slight drop is Children’s Room views recently, which may be function of an overabundance of screen time faced by that demographic.
   
   b. Meaghan is looking to the MBLC for guidance for reopening strategies, as well as conferring with other library directors for plans and ideas. The state Advisory Committee and the Institute of Museums and Libraries will also offer guidelines and protocols. Phase 1 of the reopening plan will be curbside holds pick up only, with material being delivered to the patrons or sealed in bags for self-serve pick up. For the first few weeks, holds will only be allowed on Cohasset materials for Cohasset patrons. Also, a plan is being worked out in which crafts are available to take home, possibly with a virtual story time tie in. The library tent from the Farmer’s Market will be used to protect items from the weather. Meaghan plans to mark areas of the parking lot where the Wifi extends and provide signage welcoming patrons to park and log on. Staff schedules will be staggered and in consistent groups, to limit the number of contacts with each other. Masks, gloves, hand sanitizer and other safety measures will be available. Meaghan has created a draft reopening document and will update it regularly. It can be viewed on Google Drive.
   
   c. While some areas of circulation are up since the closure, Overdrive numbers have not risen as much as expected. Hoopla downloads have seen an increase and 50 patrons have applied for e-cards.
   
   d. In her report, Meaghan shared links to the Children’s, Adult Services and Teen and Technology departments’ virtual attendance statistics. She has been impressed with the patron participation levels.
   
   e. Meaghan has met with Miriam Johnson and Chris Senior to discuss interim library leadership during her upcoming maternity leave. A job description has been developed and the position will be posted internally. Any applicants will be interviewed, and Meaghan hopes to have a recommended candidate for the June meeting.
   
   f. Meaghan elaborated on her vision of Phase 1 of the reopening plan, as well as future opening stages. At first, the library will remain closed to patrons, but will offer limited holds pickup, requested by phone or email. Staff will work in units with the same schedule and open hours will be restricted. Virtual programming will continue as before and the summer reading program will be added, as well as other new programs. Meaghan plans to continue to offer some virtual programs even after returning to full patron access. Returned materials will be accepted and will be quarantined for the recommended period of time. A survey may be conducted to gauge patron satisfaction and interest.
   a. The April 8, 2020 and May 13, 2020 bills were approved unanimously.

4. Chair’s Report (Coffey)
   a. Carolyn did not have any new issues to report that had not already been discussed.

5. CLT Report (Coffey)
   a. The Trust balance is down approximately 15%, but the FY21 takeout should remain similar to this year’s amount, if the June 30 trust balance is the same or higher than what was reported on March 31.
   b. Grace Evans will no longer be on the Board, because her term has ended and she has served the maximum time allowed. The opening will not be filled at this time, as the Board considers reducing the number of its members.

5. Friends Report (Harvey)
   a. The Friends met last Thursday, and Meaghan brought them up to date on the tentative reopening plans.
   b. Barbara Wrenn has resigned as Treasurer, to pursue other interests. The Friends will be looking for a replacement and hope to fill the position as soon as possible.

6. Other
   a. Carolyn praised Meaghan and the staff for their efforts in quickly pivoting to virtual programming and for their creativity and positive attitude in adjusting to the challenges.

Meeting adjourned at 6:37 pm

Documents:

Minutes of the March 11, 2020 Trustees Meeting
Director’s Report – May 8, 2020
May FY20 Financial Report
May 13, 2020 Accounting Report – Bronwyn
FY20 May 13, 2020 Warrant
Library Trustees Authorization for Payment – 05/12/2020
FY20 Deposits to Treasurer – Fines & Fees etc.
FY20 Deposits to Gift Account
Librarian 1 Report – May 2020