Paul Pratt Memorial Library Board of Trustees
June 11, 2020
Virtual Meeting via Zoom, 5:30 pm.

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

Meeting called to order, 5:37 pm

1. Minutes
   a. The May 13, 2020 minutes were moved, voted and approved unanimously.

2. Director’s Report (James)
   a. Meaghan described the curbside pickup process and noted that, since it has commenced, 473 items have circulated. She plans to ramp up advertising of the service soon, in order to reach more residents. A banner has been ordered to hang on the outside of the building and she is finalizing the newsletter, which will be mailed shortly and contains information about the new service.
   b. Phase 2 reopening guidance for libraries from the State has been issued and it appears to be similar to Phase 1. The State is recommending that libraries offer virtual programming and curbside pickup, with quarantine protocols in place and limited staffing. Kristin will resume home deliveries soon, although she will only drop off materials and not pick up any returns. Meaghan has spoken to Nancy Lafauce of Elder Affairs to identify any homebound seniors who might be interested in the service.
   c. Meaghan reviewed the draft of the newsletter and highlighted upcoming virtual programming. She hopes to have the edited version mailed next week.
   d. The FY21 budget that had been approved by the town boards will remain untouched going into Town Meeting. The budget includes an additional $7000 for materials as well as a $2000 increase in technology funding. An increase in the Personnel budget is due to the catch up that was needed to compensate for previously underfunded years.
   e. The circulation numbers have increased for e-materials and physical checkouts have declined, as expected. Due dates for libraries with curbside pickup will revert to previously determined time periods.
   f. Meaghan is working on a cost analysis of each department’s materials expenditures as related to circulation and will present her findings at the next meeting. Magazine expenditures are high when compared to the number of checkouts, although this may be a reflection of the fact that the current issue does not circulate.
   g. Meaghan requested that the Board enter Executive Session at the end of the meeting to discuss her upcoming maternity leave and the candidate for Interim Director.

   a. The outstanding warrant was approved unanimously.

4. Chair’s Report (Coffey)
   a. Carolyn wondered what policies would be put in place to protect the staff once the library reopens to the public, particularly in a situation where a patron refuses to wear a mask or take other precautions. Meaghan has spoken with Chief Quigley, who informed her that as
a public entity, the library cannot refuse to serve a person if they are not wearing a mask. Meaghan plans to have masks available, and the staff can encourage patrons to wear them. In addition, she hopes to have plexiglass installed where needed and will encourage the staff to remove themselves from any situation that makes them uncomfortable. There was a discussion about plans for cleaning the library, as it is currently being completed by Henry on a part time basis in addition the staff cleaning their own workstations. State guidelines will probably require more frequent and thorough cleaning, once the public is allowed in the building.

5. CLT Report (Coffey)
   a. The CLT has not met since the last meeting.

5. Friends Report (Harvey)
   a. Jessica Patterson has agreed to take on the role of Treasurer, replacing Barbara Wrenn, who plans to resign at the end of the summer. The Friends hope to recruit more members to their group in the upcoming year to round out the Board.
   b. Currently, the Friends are not accepting book donations, as they have too many and storage is limited. Beginning next week, the Friends have authorized a book giveaway to be located next to the curbside pickup tent and which will allow patrons to take any materials they wish.

6. Other
   a. There was no other business to discuss.

7. Executive Session
   a. The Board entered Executive Session at 6:09 pm.

Documents:

Minutes of the May 13, 2020 Trustees Meeting
Director’s Report – June 6, 2020
June FY20 Financial Report
June 10, 2020 Accounting Report – Bronwyn
FY20 June 11, 2020 Warrant
Library Trustees Authorization for Payment – 06/10/2020
FY20 Deposits to Treasurer – Fines & Fees etc.
FY20 Deposits to Gift Account
Librarian 1 Report – June 2020
June 2020 Monthly Report Reference/Adult Services
May 2020 Quarterly Report from the Reference Desk
June 2020 Quarterly Report from the Children’s Room, Sharon Moody
June 2020 Quarterly Report from the Children’s Room, Megan Damiano
Young Adult Services and Technology Librarian Report