

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**June 2, 2020 7:00 PM via Zoom**

**Members Present (virtually):** Susan Alessandri, Chair, Lisa Sheehan, John Scott Smith, Trudi Stefan

#### **Members Absent:**

**Others Present (virtually):** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Chair Susan Alessandri called the meeting to order at 7:10 PM.*

#### **Approval of Agenda**

In a motion made by John, seconded by Trudi, the Library Board of Trustees unanimously approved the Agenda for the June 2, 2020 meeting.

#### **Approval of Minutes**

*Defer approval of March minutes until July meeting.*

#### **New Business**

Trustees agreed to review the By-Laws at the next meeting.

#### **Library Re-opening**

Margaret stated the library is offering a "curbside pickup" table outside of the front doors. People can request books online, call, or email. No more than 5 or 6 books at a time are allowed to be borrowed.

Library staff gets the books off the shelf and calls when ready with available pickup timeframes. The staffs puts the book(s) in a paper bag and puts the first name and first letter of last name on the bag, and put it on the table outside for pickup. Today was second day of this process.

Margaret divided the staff into teams to minimize amount of contamination. There are bins filled with books that have been returned. Pickup is available from 12-7 Monday through Thursday and Friday 10-2. Pickup is not available on Saturdays. The library is not open in July & August on Saturdays.

Margaret stated the staff is worried about the public entering library. Currently there is usually four people in the building at a time. They are socially distanced. Governor Baker says Phase 2 – June 8th libraries can open at no more than 25% maximum capacity. Susan stated they need to determine square footage to calculate the number of people allowed in at one time. Susan questioned if they should make appointments for library

access. Margaret would like to continue with curbside pickup because people might not want to come into the library.

Margaret discussed the computers. They are working towards spreading them out to be six feet apart. Computer use may need to be by appointment and a limit may need to be put on for 30-45 minutes. Staff will need to clean in between and before/after use.

Margaret suggested covering the keyboard with saran wrap or using gloves. Margaret stated patrons would not be happy without being able to use the computers. Makerspace will not be able to open right away for use.

Margaret stated self-checkout is available through the app. The cost is \$750 per library. This perk is coming out the last few weeks of June. Margaret stated there is also a curbside pickup app, this could potentially make the process even easier.

John questioned what the goal was regarding allowing people in? The trustees discussed; research, access to copy/fax machine, browse books, use computer, etc.

Lisa stated the trustees need to ensure rules are clear and specific. The customers will understand. If a clear plan is drawn up, most people will embrace! John agreed the library should have a phased re-opening. Susan agrees with John and Lisa that a written plan needs to be drawn up. Margaret is working on this. Lisa reviewed other libraries reopening plans and stated some are more conservatives than others.

John questioned if the library had hotspots available. Margaret stated they have one and have ordered another. The product is back ordered, the second one was ordered in March. She stated the price is around \$72 and the monthly service fee is \$10.

Margaret ordered a handset for phones for each employee and stated the staff is cleaning keyboards in between use. She stated they have two staff members working at home full time currently. They are gathering a list of educational resources & activities to do for adults and children and putting a lot of work into the library's website.

Margaret stated Sandy Johnston needs help advertising for the town meeting/election. Sandy asked for the Library's help to spread the word via Facebook, Twitter, Instagram, etc.

Susan stated need a concrete plan on when people can come into the library. Potentially have people July 1st. Trudi agrees we need a written-out plan/rules to follow to protect citizens and employees of library.

Susan stated to continue with curbside. Potentially get ready to open in July. Trudi agrees a written-out plan and rules to follow is needed to protect citizens and employees of the library. Lisa stated the month of June will be revealing in regard to coronavirus spread. Margaret stated due dates have been extended to June 30th. Susan questioned if there was a date in mind for when they could begin accepting returns. Margaret stated the book drop is not locked and stated the books are being quarantined for 1 week before checking them back in. Margaret wants to reduce anxiety for people about coming back to work. Susan asked if there is enough staff in the library to continue curbside pickup/re-open on July 1st (potentially). John stated if the job can be done at home, it should be done at home.

Susan stated the next step is to get a written plan together.

## **Budget Report**

Margaret distributed the Budget Report via email.

Margaret informed the trustees that invoices greater than \$200 need a purchase order to be approved. Margaret suspects budget cuts for next year. Lisa agreed and learned the Town's budget was reduced by 10% after watching selectmen's meetings.

## **Director's Report**

Margaret distributed the Director's Report via email.

Susan informed the trustees that the election is on June 16th. There is one person running for write in candidate as well as Lisa and John. She stated there are three other people also interested in the one-year term. John stated the trustees should attend. They need 100 people to attend the annual town meeting at the High School. Susan and Margaret informed the trustees that they were attending.

*In a motion made by Susan, seconded by Lisa, the Library Board of Trustees voted to adjourn at 8:13 PM.*

**Next Meeting: July 7, 2020**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

