

Medway Library Board of Trustees
Final Meeting Minutes
August 18, 2020 7:00 PM via Zoom

Members Present (virtually): Susan Alessandri, Chair, Lisa Sheehan, Trudi Stefan, Julie MacEvoy

Members Absent: John Scott Smith

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

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

Approval of Agenda

In a motion made by Trudi, seconded by Susan, the Library Board of Trustees unanimously approved the Agenda for the August 18, 2020 meeting.

Approval of Minutes

In a motion made by Trudi, seconded by Susan, the Library Board of Trustees unanimously approved the Minutes for the July 7th meeting.

New Business

Citizens Speak

Margaret stated a patron emailed the Town hall questioning the libraries plans. Margaret responded and hasn't heard back from the patron.

Library Re-opening

Margaret emailed a drafted plan. Two laptops have been gathered to be used outside. Margaret stated they are looking to get 3 more, used. The laptops can be used in their vehicles for up to 2 hours. Margaret stated computer use is popular. Margaret is hoping to have the laptop use up and going within a week.

Margaret mentioned the Library subscribed to e-newsletter so patrons can see new books that arrived. The subscription provides blurbs about the book. Patrons can call, email, or order online for pickup.

Margaret suggested the days kids are not in school, to limit the number of kids in the library or by appointments only including 3 adults and 1 family at a time. A time limit can be set at 25-minute times. Curbside is popular amongst minutemen libraries.

Susan questioned if there was a date for re-opening. Margaret stated they are waiting to see result of schools reopening.

Julie stated the Wowbrary newsletter the library just subscribed to offers the equivalent of a book jacket. Margaret suggested "browse with your eyes", rather than handling the books, as they must be quarantined after use. Margaret stated they get 3-5 bins of book returns a day and the books can hold coronavirus molecules for up to 5 days.

Margaret would like to continue with curbside. Lisa agreed and stated curbside should be really advertised. Margaret delivers to 6-7 people weekly, as some patrons are desperate for books. They may be homebound due to COVID. Margaret is worried about employees when the Library opens to public. Susan, Julie, and Lisa offered to volunteer where/when necessary.

Old Business-

By-law discussion

Trustees agreed to discuss by-laws when John would be at the meeting.

Budget Report

Margaret distributed the Budget Report via email.

Margaret stated the Library received a check from Friends of Library. Estimated amount of \$17,000. Susan stated she will send a letter on behalf of Trustees to thank them.

Director's Report

Margaret distributed the Director's Report via email.

In a motion made by Lisa, the Library Board of Trustees voted to adjourn at 7:50 PM.

Next Meeting: September 1, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary

