

Medway Library Board of Trustees

Final Meeting Minutes

September 21, 2021 7:00 PM

Zoom

Members Present (virtually): John Scott Smith, Chair, Trudi Stefan, Julie MacEvoy

Members Absent (virtually): Lisa Sheehan, Susan Alessandri

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

Chair John called the meeting to order at 7:03 PM.

Approval of Agenda

On a motion made by Trudi, seconded by Julie, the Library Board of Trustees voted to approve the Agenda of September 21, 2021.

Approval of Minutes

On a motion made by Julie, seconded by John, the Library Board of Trustees voted to approve the August 6, 2021 meeting minutes.

Citizens Speak

The trustees brought up a Hiking / Backpack program which could provide binoculars, picture books, cards with info on tree and or bird information. Audrey and Margaret thought it was a great idea. Margaret also mentioned a lot of the books procreated from the book sale.

No other citizens speak.

New Business

Level of Library update and discussion

John asked if the Library had to take a step back. Margaret mentioned Library is open on Saturdays and steam program has started. Margaret mentioned staff coming into contact with people with COVID 19.

Trustees mentioned a sign in Bellingham library- masks must be worn by all. Margaret stated the BOH stated they cannot ask everyone to wear a mask. Town wants consistency in all town buildings. Julie mentioned Millis Town hall was recommending and now they are requiring. Patrons are opening and touching many items within the Library.

John asked Margaret if she would like for them to implement a policy to require masks. Implement a policy with a date expiration. Julie asked if we needed to confirm with the Town.

John reviewed the towns website regarding mask wearing requirements. Trudi stated following the school's guidelines makes sense. Medway Library will follow the lead of the Medway School Systems when it comes to mask wearing. All staff and patrons ages 5 and up are asked to wear a mask when inside the building.

Chair John proposed a motion to implement the following policy at the Library. The Medway Library will be following the lead taken by the Medway Public Schools regarding mask wearing requirements.

1. Masking Indoors

** All members of the public ages 5 and up, shall wear a mask over their mouth and nose except as stated in Section 2 (Exceptions) below, whenever entering into the library located at 26 High Street, Medway, MA 02053.*

** Municipal employees and volunteers shall wear a mask when engaging with the public indoors.*

2. Exceptions

The mask requirement shall not apply in the following circumstances:

** Where a person is unable to wear a mask covering due to a medical or disabling condition;*

** Where a mask would impede communication by or with a person who has a hearing or speech impairment or other disability;*

** While eating or drinking during designated lunch or snack periods.*

3. Term and Termination

** This order shall go into effect as of September 22, 2021 at 12:01 am. It shall remain in effect until at least November 2, 2021.*

On a motion made by John, seconded by Trudi, the Library Board of Trustees voted to approve the implementation of the above policy to follow the lead taken by the Medway Public Schools regarding mask wearing requirements.

Informal directors review

John mentioned the outstanding job Margaret has done. She has successfully implemented curbside pickup and has handled the pandemic well. Margaret gave kudos to her staff. Margaret stated staff has gone above and beyond with their creativity and the

patrons have been kind and patient as well.

Old Business

None to report.

Review Incident Reports

None to report.

Budget Report

Margaret distributed the Budget Report via email.

Director's Report

Margaret distributed the Director's Report via email.

Long Range Plan Discussion

Members rearranged and adjusted the Google Doc together.

On a motion made by Susan, seconded by Julie, the Library Board of Trustees voted to adjourn the meeting at 8:40 PM.

Next Meeting: October 5, 2021

Respectfully submitted,

Katherine Mitchell, Recording Secretary

