

Paul Pratt Memorial Library Board of Trustees
April 14, 2021
Virtual Meeting via Zoom, 6:00 pm.

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

Meeting called to order, 6:02 pm

1. Minutes
 - a. The March 10, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
 - a. Meaghan reviewed her circulation analysis for the 12 months from March 2019 through February 2020 and March 2020 through February 2021. She noted that circulation of physical materials such as books, audiobooks, and DVDs dropped significantly while e-book and e-audiobook circulation saw an increase. The most dramatic increase was seen in streaming usage, through such services as Kanopy and Hoopla.
 - b. Pam Fahey, the Cohasset Public Health Agent, approved Meaghan's reopening plan, scheduled to be implemented on May 4th. Meaghan plans to return to a regular schedule of open hours, with the exception of Mondays. The library will remain closed to the public on Mondays so that the staff can perform a complete inventory of the collection. This has not been done in many years and many items are mislabeled or incorrectly shelved. The reduced hours should not be a problem, as the MBLC is not yet mandating a minimum number of open hours for its libraries.
 - c. The people counters have been installed and will be helpful for monitoring and restricting the number of patrons in the Children's Room at one time. They will also provide occupancy and patron visit information that will be helpful for library operations.
 - d. Meaghan has decided to cease quarantining materials, after reviewing a recent update from the CDC and consulting with the staff. There appears to be no concrete evidence that COVID-19 can be spread on surfaces and the staff have all received at least one dose of the vaccine.
 - e. A new page, Maggie Young, will be starting at the end of the month. She will replace the DeGroat twins and Martha Narten, who have resigned their positions. Maggie has volunteered at the library in the past and should be a positive addition to the library staff.
 - f. Janet Dwyer has submitted her intention to retire, after 17 years at the library. She will be using her earned vacation time before her official retirement date, and therefore her last day of work will be July 1. She has agreed to return as a substitute if needed. Meaghan will be posting the open position soon and hopes to fill it before Janet leaves, if the budget will allow it.
 - g. Meaghan has been working with Cohasset's Pride Month committee and would like the library to participate in this year's activities. She envisions displaying a number of flags outside the building that represent different communities under the Pride umbrella. The flags will also have a QR code that could be scanned for more information about the flag, the group represented, and its history. The Trustees had a few questions but ultimately were supportive of the project.
 - h. The first outdoor Storytime of the season was held, and it was very successful. Despite the cloudy day, 12 families attended and enjoyed the program.

- i. The FY22 level funded budget has been submitted and accepted by Town management. Next, it will be voted on at Town Meeting, as Meaghan was not required to present it to the Advisory Board this year.
3. Financial Report/Bills Payable (Nelson)
 - a. The outstanding bills from the March 30, 2021 and April 14, 2021 warrants were voted and approved unanimously.
4. Chair's Report (Coffey)
 - a. Carolyn, Meaghan, and Catherine O'Callaghan met and started work on revising and renewing the library's Strategic Plan. They will update the previous 5 year plan for another 5 years, with the understanding that it can be revisited when the impacts of the COVID-19 pandemic are better known. Carolyn asked the Trustees to look over the current plan and forward any comments or suggestions to the committee. Once the updated plan is completed, it will be forwarded to the full Board for comment and feedback.
5. CLT Report (Coffey)
 - a. The CLT has not met since the last Trustees meeting.
 - b. Carolyn noted that the Trust is in need of new members who can help with development and said that she would be happy to reach out to any candidates that are suggested.
6. Friends Report (Harvey)
 - a. Catherine updated the Trustees on the status of the plans to pivot the book collection efforts from library based to bins placed strategically around town. Bay State Books will place the collection bins in high traffic/high visibility locations, once they have been identified and permission has been granted. Bay State Books will then pay the Friends a portion of the proceeds from the books they gather. Catherine noted that the Friends are evenly split over the question of whether to do away with the in-library book sale or continue it, using books picked out from Bay State's collection bins or facility. They are also considering using a book sale model and running an event a few times a year. After speaking with the owner of Bay State, the Friends have decided not to sign a contract with him, but instead to try out the new system on a handshake basis.
7. Other
 - a. Elaine mentioned that she had a chance to come into the library and was impressed with the way it looks, despite the removal of the furniture. She praised the use of the YA tables for book displays and complimented the new artwork in the YA room.

The meeting was adjourned at 6:51 pm

Documents:

Minutes of the March 10, 2021 Trustees Meeting
Director's Report – April 8, 2021
April FY21 Financial Report

April 14, 2021 Accounting Report
FY21 March 30, 2021 Warrant
Library Trustees Authorization for Payment – 03/30/2021
FY21 April 14, 2021 Warrant
Library Trustees Authorization for Payment – 04/14/2021
FY21 Deposits to Treasurer – Fines & Fees etc.
FY21 Deposits to Gift Account