

Paul Pratt Memorial Library Board of Trustees
January 13, 2021
Virtual Meeting via Zoom, 6:00 pm.

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

Meeting called to order, 6:01 pm

1. Minutes

- a. The December 9, 2020 and January 6, 2021 minutes were moved, voted, and approved unanimously.

2. Director's Report (James)

- a. Meaghan has been researching people counters in the hopes that new ones could be installed before the library reopens to the public. She has discovered that there are three types: video, thermal, and 3D stereo. The video option records images of anyone entering or leaving the building and would help distinguish the number of adults versus children. There are concerns about privacy issues with that style, however. The thermal version only records thermal images, and the 3D stereo type is similar to a hybrid of both styles. Meaghan said that some of the devices offer options for determining where patrons go when they enter the library and can track capacity at a given time. These features could be useful for planning future renovations, for understanding library usage, and for restricting occupancy during upcoming phases of reopening during the pandemic. Meaghan hopes to put together a Power Point of the options and her recommendations shortly. Regardless of the style, the devices would be purchased and installed, and would then incur an annual fee for usage.
- b. With the pandemic continuing to restrict indoor programming, Meaghan and the staff have been discussing where and how to use the outdoor space around the library. Meaghan has spoken with the DPW about acquiring a number of tree stumps that could be used as seating for Storytime and has considered purchasing garden fencing to enclose an area. Suggestions were made to consider the road between the upper and lower parking lots, that is currently blocked off, and possibly the grassy area in front of the Recreation Department. The courtyard next to the Rec. Dept. was eliminated as an option due to the noise level of the air conditioning equipment in the area. Carolyn mentioned that she recently cut down a large tree and the library is welcome to take the wood for seating, if it is possible to find someone to cut it up and bring it to the library.
- c. Gayle has been successful in finding and presenting new and interesting programming, despite the problem of screen fatigue and a limited number of virtual program options. The Great Decisions and appraisal programs filled up quickly and now have waiting lists. In addition, her Culturally Curious art program had 36 participants for the first installment. A number of Trustees praised the programming and the work of Gayle and the staff in general.
- d. Meaghan explained that she received a request from Ron of the IT Department to increase the FY22 requested budget by \$2200 in the Technology line to cover the cost of increased Wifi speeds, which are currently quite poor and inadequate for the needs of the library's patrons. She agreed to do so, and the Trustees approved the amended budgets unanimously.

- e. Meaghan has extended an offer to the Health Department to assist with the logistics of the vaccine administration in the town. Staff may be asked to help out with providing information to the public or, possibly, data collection.
3. Financial Report/Bills Payable (Nelson)
 - a. The outstanding bills were voted and approved unanimously.
 4. Chair's Report (Coffey)
 - a. Carolyn did not have any new topics to discuss.
 5. CLT Report (Coffey)
 - a. The CLT had not met since the last Trustees meeting and there was no new report.
 6. Friends Report (Harvey)
 - a. The Friends met last Thursday and discussed the possibility of accepting book donations again. When the library closed, a moratorium was placed on donations, due to limited storage space. However, inventory is currently running low because books have been made available to the public for free. The Friends may accept books on certain days or times, in order to control the amount of donations and to screen books that may not be appropriate. They also have considered accepting textbooks, which can be resold through certain websites and may bring in additional funds.
 - b. The Annual Appeal receipts are running somewhat higher than last year, a pleasant surprise given the pandemic.
 7. Other
 - a. Steve shared information about a website, findhelp.org, that contains a database of local services that the public can access, such as housing, childcare, transportation, etc. He felt that this information would be especially helpful due to the continuing challenges posed by the pandemic. It was suggested that the library post a link to the site on the homepage.

The meeting was adjourned at 6:47 pm

Documents:

Minutes of the December 9, 2020 Trustees Meeting
Minutes of the January 6, 2021 Trustees Meeting
Director's Report – January 2021
January FY21 Financial Report
January 13, 2021 Accounting Report
FY21 January 13, 2021 Warrant
Library Trustees Authorization for Payment – 01/13/2021
FY21 Deposits to Treasurer – Fines & Fees etc.
FY21 Deposits to Gift Account