

Paul Pratt Memorial Library Board of Trustees
February 10, 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, 6:02 pm

1. Minutes
 - a. The January 13, 2021 minutes were moved, voted, and approved unanimously.
 - b. Steve asked if a link to the website, findhelp.org, which he shared at the last meeting, would be added to the Library's website. Meaghan said she would ensure that it would be available to patrons.

2. Director's Report (James)
 - a. Meaghan has been attending the Town's weekly Emergency Management COVID-19 meetings. The Health Department reports being short staffed and struggling to keep up with the demands of answering residents' questions as well as setting up and running the vaccination clinic. Meaghan offered to have the library staff man the hotline in the afternoons and she has been calling eligible seniors to set up their vaccination appointments. In addition, Bronwyn was chosen to work at the clinic itself, checking in and assisting the residents who have appointments. The Trustees stated that they would be willing to help, if needed.
 - b. Meaghan discussed the people counter system options that are available, based upon her research. She presented a Power Point that broke down the features and pricing from three vendors and recommended the one offered by SenSource. The system will be helpful for tracking occupancy rates and can notify Meaghan when the library is approaching the maximum number of people allowed. Patrons may also be able to plan their visits based upon historical occupancy levels. Other benefits include the validation of library use both in the main library and in the Children's Room, assistance with staff scheduling and program timing, and helpful data for any potential renovation plans. The Trustees voted unanimously to accept Meaghan's proposal to install the people counters and use the recommended vendor, SenSource.
 - c. Meaghan and the staff have been brainstorming how to hold outside programming in a safe and practical way. After examining the possible options, it was decided that the best area would be the hill on the Sohier Street side of the building. Meaghan proposed installing temporary garden fencing in order to block off the area, to create a visual boundary and discourage children from approaching Sohier Street or the parking lot. The Trustees were concerned about liability issues and the potential for injuries on the fencing. It was decided that it might be better to use orange cones to mark off the area or, possibly, no restrictions at all. Meaghan also plans to use hula hoops or some other mechanism to encourage social distancing, such as yoga mats or towels, and that system may reduce the potential for the children to roam freely. In the long term, Meaghan would like to explore options for using the courtyard in the back of the building. Currently the HVAC system produces too much noise to make programming in the space feasible.
 - d. Meaghan has been working with Keri Thompson, Vice-Chair of the Cohasset Select Board, to participate in community plans to celebrate Pride Month. She plans to display flags that

- represent non-binary populations and hopes to present a lecture on pronouns and their use and meanings. In addition, planning for Juneteenth programming continues.
- e. Chris Senior agreed to fund Meaghan's coursework in digital marketing at the University of Vermont, which she hopes will improve the library's digital presence. She has also been asked to serve on OCLN's Executive Board, which is an honor and a great opportunity.
 - f. The town may be looking to house some of the Town Hall staff in the Library during the future building renovation, which is expected to take 18 months. Meaghan believes there may be room in the Safe Harbor area upstairs, in the Historical Room, and possibly in her office.
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 met last night and noted that two members will be rolling off the board in May. Jane Goedecke's and Patience Towle's terms will be up and the board will be looking for new members to replace them, especially those who can help with development.
 - b. The Investment Committee also met and observed that the Endowment Trust performed well in the 4th quarter and now stands at approximately \$2 million.
 6. Friends Report (Harvey)
 - a. The Friends met last Thursday and decided to hold a book donation drive on March 21 from 1 pm to 4 pm. More information should be forthcoming as the date gets closer.
 - b. The Annual Appeal receipts currently total \$28,644, which is \$4000 higher than last year, an amount that is unexpected but welcome.
 7. Other
 - a. Carol St. Pierre contacted Meaghan to remind her that Lynne, Meghan, and Catherine H. will be up for reelection this year. She offered to forward the form used to request nomination papers to Meaghan, since Town Hall is closed at this time. There is some question about how the Trustees will gather signatures on their nomination forms, given the pandemic and social distancing mandates.
 - b. Catherine Harvey mentioned that a resident had expressed frustration that she was unable to get a book that related to Black History Month from the library. It's possible the title was in high demand this month, and Carolyn suggested the library might want to lease copies of certain materials that pertain to specific programming, in order to have enough materials in the collection to meet demand. Catherine H. would like to put more emphasis on Black History Month next year with additional programming and fresh titles available.
 - c. Steve shared a website that he thought might be interesting to the Trustees and other library users. It is called "allsides.com" and it reveals how news stories are reported based upon the slant of the media outlet, from conservative, center, or liberal. The site also offers resources for schools and educators to teach scrutiny of news sources and offer dialogue with those who hold different viewpoints.

The meeting was adjourned at 7:20 pm

Documents:

Minutes of the January 13, 2021 Trustees Meeting
Director's Report – February 2021
People Counting Systems Power Point
February FY21 Financial Report
February 10, 2021 Accounting Report
FY21 February 10, 2021 Warrant
Library Trustees Authorization for Payment – 02/10/2021
FY21 Deposits to Treasurer – Fines & Fees etc.
FY21 Deposits to Gift Account
February 2021 Quarterly Report from the Reference Desk
February 2021 Librarian 1 Report
Young Adult Services and Technology Librarian Report
February 2021 Quarterly Report from the Children's Department