

Paul Pratt Memorial Library Board of Trustees
March 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, Meaghan James (Director)

Meeting called to order, 6:03 pm

1. Minutes
 - a. The February 10, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
 - a. The library opened to patrons by appointment today, after being closed for nearly a year due to the pandemic. Five people are allowed per timeslot, and the days are restricted to Wednesdays, Thursdays, and Fridays, for now. As space allows, those who do not have appointments will be allowed into the building. Meaghan noted that within 24 hours of opening the platform for booking, 45 slots had been taken. Currently, there are over 100 appointments scheduled. After the staff is comfortable with the process and any glitches are worked out, Meaghan plans to increase the availability of appointments.
 - b. The people counters have arrived, and Meaghan is working with Facilities and IT to have them installed. They will be helpful for tracking occupancy levels in addition to compiling overall usage data.
 - c. Art hangers have been installed in the YA Room as well as in the lobby area. Artwork for the YA room has been purchased, based upon input from Brigid's Teen Advisory Board, and will be hung after touch-up painting is completed.
 - d. The Dr. Temple Grandin program is scheduled for March 23. Meaghan shared that over 200 people have registered so far for the event and urged the Trustees to consider attending. This is a joint collaboration with a number of groups in town and should be very successful.
 - e. In addition to processing the curbside holds orders, the library staff has been very busy helping the Town by answering the COVID-19 Hot Line, registering residents for vaccine appointments, and manning the weekly town-run clinics. The library has also provided space and equipment for High School students who are calling those who have vaccine appointments as a reminder and to confirm their information.
 - f. In anticipation of a less restricted opening in the future, furniture has been rearranged and safety measures have been put in place. Those measures include air purifiers, plexiglass, masks/face shields, hand sanitizer stations, and enhanced cleaning in the bathrooms. In addition, tabletop surfaces have been used for book displays, to increase browsing opportunities and to discourage patron use of the tables.
 - g. OCLN has surveyed its member libraries and has begun to discuss altering its material quarantine recommendations. Currently, materials are quarantined for four days when they are returned by a patron to a member library and then for an additional four days when they are received in transit boxes, a situation that can cause long delays in filling patron holds.
 - h. Elaine mentioned that she recently discovered the Let's Chat button that is located on the Library website. Meaghan explained that Brigid assists patrons on Wednesdays through this feature and has received positive feedback from those who have used it.

3. Financial Report/Bills Payable (Nelson)
 - a. The outstanding bills for the March 1, 2021 and March 10, 2021 warrants were voted and approved unanimously.
4. Chair's Report (Coffey)
 - a. Carolyn noted that the five-year plan will be expiring soon and will need to be rewritten. The project is still in the planning stages and decisions about who will be asked to participate and what process will be used have not been determined yet. Catherine O. asked if it would be possible to complete a one-year plan at this time and create a more extensive plan later, when the influence of the pandemic and the impact of being closed for a year is more fully understood. Meaghan said that, while the library needs a strategic plan to be eligible for grants, it might make sense to create a limited one at this time and then work on a more comprehensive and longer-term plan later. The Trustees will continue to discuss the matter.
 - b. Carolyn mentioned that the spring Town Meeting is scheduled for May 24, which would mean that town elections will be held in June. That would necessitate that the Board hold its organizational meeting in July.
5. CLT Report (Coffey)
 - a. The CLT has not met since the last Trustees meeting.
6. Friends Report (Harvey)
 - a. The Friends met last Thursday and are moving ahead with their plans to run a book drive, in order to replenish their book sale offerings. There will be a tent outside the library on March 21 where residents can bring books to be evaluated which, if acceptable, will be used for the Friends' ongoing book sale. Catherine mentioned that they had been contacted by a representative of Baystate Books who would like to place their book collection bins around town and, in exchange, would donate a portion of their profits to the Friends. They currently have a similar agreement with the Lincoln Library and generate approximately \$600 per month for their Friends group. Catherine stated that they plan to have the company attend their next meeting where they can get more details and ask questions. In the meantime, they may allow one of the collection boxes to be temporarily installed on the day of the book drive, as a place to dispose of unwanted books.
7. Other
 - a. Steve mentioned that Brooke Jewell has expressed interest in being involved in the library in some capacity. Catherine H. said that she would contact her to invite her to join the Friends.
 - b. Lynne shared that she has decided not to run for reelection but has spoken to Paul Musto about running, and he is interested. The Trustees felt he would be a valuable addition to the group.

The meeting was adjourned at 6:51 pm

Documents:

Minutes of the February 10, 2021 Trustees Meeting
Director's Report – March 2021
March FY21 Financial Report
March 10, 2021 Accounting Report
FY21 March 1, 2021 Warrant
Library Trustees Authorization for Payment – 03/01/2021
FY21 March 10, 2021 Warrant
Library Trustees Authorization for Payment – 03/10/2021
FY21 Deposits to Treasurer – Fines & Fees etc.
FY21 Deposits to Gift Account