

Paul Pratt Memorial Library Board of Trustees
May 12, 2021
Virtual Meeting via Zoom, 6:00 pm.

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

Meeting called to order, 6:01 pm

1. Minutes
 - a. The April 14, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
 - a. Meaghan discussed the results of the library's reopening to the public with no appointment controls. So far, there have been few problems and the patrons seem pleased to be able to return. In the first four days, 722 patrons came in and, of those, 583 utilized the Children's Room. Meagan mentioned that the new people counters were helpful in compiling usage statistics. She also noted that the Cohasset Mariner ran an article with pictures about the reopening and urged the Trustees to view it either in the paper or online, which includes additional pictures.
 - b. Meaghan has posted the library technician position to replace Janet when she retires and has received approximately 20 resumes to date. She has scheduled six interviews for the next few weeks and will conduct them with the assistance of Justine Hunt, the town's Assistant Human Resource Director. After the number of candidates is narrowed, Meaghan will offer the Trustees an opportunity to meet the finalists and weigh in with their thoughts.
 - c. The American Library Association and Massachusetts Library Association have scheduled their annual conferences and Meaghan has been pleased by the level of interest expressed by the staff. Although both conferences will be virtual, Meaghan hopes they will be beneficial and will enhance communication with other librarians, which has been limited since the pandemic.
 - d. The Summer Reading program will be starting shortly, and Sharon and Meghan have scheduled a number of outdoor or socially distant events. In addition, several local author talks are planned as well as a collaboration with 25 other Massachusetts libraries to present author Michael Twitty, a program which should be quite popular, and which will help the library meet its diversity goals.
 - e. Many of the traditional and popular Children's programs will be moved outside, including MamaStef, Sharon's storytime, and Puppet Storytime with Leigh. The Trustees questioned whether there was enough room on the side lawn to accommodate the number of participants that some of the programs usually draw. Meaghan noted that they will be implementing a preregistration plan for MamaStef, in the hope that they will be able to limit the size of the crowd. Another option would be to hold the event on the Common and, if that happens, Steve suggested that the staff set up tables to market other services that the library provides. Carolyn mentioned that one of the purposes of library programming is to bring patrons into the library and, therefore, events on the Common would not be ideal. Another possible option would be to partner with the Rec. Department and utilize their field at the back of the library, if the size of the event becomes too large.

- f. Funding has been secured for the outdoor Storywalk that will be installed on the passageway between the playground and the upper parking lot. The Cultural Council and the Friends have agreed to pay for the project, which should be installed soon.
3. Financial Report/Bills Payable (Nelson)
 - a. The outstanding bills were voted and approved unanimously.
4. Chair's Report (Coffey)
 - a. Catherine O'Callaghan has agreed to chair the Nominating Committee, which will identify candidates for the positions of Board Chair and Clerk. Carolyn asked the group to make their suggestions to Catherine before the next meeting, when the vote will be held.
 - b. Carolyn, Catherine O., and Meaghan met in the last month to discuss the library's Strategic Plan, which expires in 2022. While they would prefer to complete a short-term plan now and then put together a longer range one when the impacts of the pandemic are better known and when relevant feedback from patrons can be obtained, that is not allowed by the MBLC. Therefore, they plan to use the next year to complete a traditional 5-year plan as best they can, using surveys and other information gathering strategies.
5. CLT Report (Coffey)
 - a. With the loss of Jane Goedecke and Patience Towle, whose terms have expired, the CLT will need to find new members. Carolyn has been reluctant to invite acquaintances to join, given that the CLT has a limited role at this time, with the Investment Committee doing the majority of the group's work. Carolyn would like CLT objectives to be incorporated into the Strategic Plan, in order to clarify goals and to provide guidance on development and potential capital campaigns.
 - b. The Endowment balance continues to remain strong and is currently over \$2 million.
 - c. Barbara Wipf has agreed to take on the role of CLT President, in addition to her duties on the Investment Committee.
6. Friends Report (Harvey)
 - a. The Friends have completed a handshake agreement with Bay State Books to install three bins around town for book donations. The Friends will receive a portion of the value of all books donated. They hope to install one bin at the Stop & Shop plaza, one at the plaza near the Commuter Rail station, and one at the back of the library. The Rec. Department has agreed to allow the bin to be placed on their side of the back parking lot and, since it will be emptied weekly and does not appear to be a hazard, the Trustees approved of the plan.
7. Other
 - a. This is Lynne's last meeting after 3 terms as a Trustee and the Trustees thanked her for her service and wished her well.
 - b. Steve mentioned that he appreciated Kristin's candor and humor in her report that included a review of an MLS training on sketchnoting. All the Trustees acknowledged the effort that the staff puts in to complete their reports and keep them apprised of happenings at the library.

The meeting was adjourned at 6:39 pm

Documents:

Minutes of the April 14, 2021 Trustees Meeting

Library Director's Report – May 7, 2021

May FY21 Financial Report

May 12, 2021 Accounting Report

FY21 May 12, 2021 Warrant

Library Trustees Authorization for Payment – 05/12/2021

FY21 Deposits to Treasurer – Fines & Fees etc.

FY21 Deposits to Gift Account

Quarterly Report from the Reference Desk – May 2021

Librarian 1 Report – May 2021

Young Adult Services and Technology Librarian Report – May 2021

Quarterly Report from the Children's Room – May 2021