

**Paul Pratt Memorial Library Board of Trustees**  
**June 16, 2021**  
**Virtual Meeting via Zoom, 6:00 pm.**

Present: Carolyn Coffey (Outgoing Chair), Catherine Harvey, Elaine Breslow, Stephen Brown, Marylou Lawrence, Megan Brinzey, Brooke Jewell, Meaghan James (Director)

Meeting called to order, 6:14 pm

1. Reorganization and Welcome
  - a. The Trustees welcomed incoming Trustee, Brooke Jewell, who was recently elected to the Board.
  - b. Carolyn asked if the group was still satisfied with the day and time of the monthly meeting, and it was agreed to keep the established schedule.
  - c. Catherine O'Callaghan of the Nomination Committee was not present, so Elaine submitted the slate of candidates. Catherine Harvey was nominated as Chair and Carolyn for the position of Clerk. After a roll call vote, both nominations were approved unanimously.
  - d. The new staff member, Michael Roderick, was introduced to the Trustees and they welcomed him to the Paul Pratt Memorial Library.
2. Minutes
  - a. The May 12, 2021 minutes were moved, voted, and approved unanimously.
3. Director's Report (James)
  - a. Meaghan would like to erect a tent in the field in back of the library for summer programming, and she shared pictures of the tent and a map that showed her suggested location. Glenn Pratt of the town's Emergency Services department has offered a tent from his department and will have it installed and taken down in inclement weather this year. After that, the library will have to submit a request to Facilities for tent maintenance. The Trustees approved the plan unanimously and it may go up as soon as this weekend.
  - b. The materials inventory project continues, and the staff is finding many missing and mis-shelved items as well as those with cataloging and labeling errors. Meaghan expects the project to be completed by Labor Day, which coincides with the date that Massachusetts libraries must return to pre-COVID hours and services. At that time, Meaghan anticipates that the library will be open its regular, pre-COVID schedule, including Sunday hours.
  - c. Brigid has been working to implement wireless printing for library patrons that will utilize the Konica machine that currently provides copying and printing from the public computers. Scanning will also be considered, a service the library does not offer at this time. A meeting with a wireless printing vendor which offers a cloud-based solution is scheduled for tomorrow.
  - d. With the library reopened to full capacity, the furniture has been returned to its original locations, with the exception of the area where the temporary holds shelf was installed. Meaghan presented a variety of options for relocation of the holds shelf, which include moving it back to its original location in the cubbies currently holding the Library of Things, in the alcove near the parking lot door, in the space where the self-checkout is located, repurposing the display case with the upper doors removed, or using its current location but pivoting the shelf to run along the wall. The Trustees discussed the options at length, with

some concerned about the look of the display case if the doors are removed as well as questioned its ability to fit all of the holds, which have increased due to the pandemic. Other suggestions included making laminated fliers, stored in a binder, or index cards with pictures of Library of Things (LOT) items, which could then be redeemed for the actual item. The Trustees felt this solution would look more presentable than the current display. It was also suggested that baskets or some other attractive container be purchased for the LOT materials with pictures on the front depicting the item. These baskets could be displayed in the former Friends display case with some items put out for visual interest. Ultimately it was decided that most expeditious solution would be to move the holds back to their original location in the cubbies and Meaghan will look into options for using the alcove to display the LOT, either with baskets, a binder, or some other method that catches the attention of patrons while also looking attractive.

- e. Meaghan is working to reset the meeting room software so that patrons will be able to reserve the study rooms. For now, she would like to continue to restrict access to the larger rooms, in order to limit the possibility of large gatherings. Steve supported the idea due to the virus variants which may spread easily and the fact that many younger people are not vaccinated. Brooke asked if the tent might be available for outside groups to use and Meaghan will look into that option, for use during times when neither the library nor Recreation has programming scheduled. A final decision on the use of the larger public rooms was tabled until the next meeting, when Meaghan should have a better idea of local interest and can gain input from other libraries in the area.

### 3. Financial Report/Bills Payable (Nelson)

- a. The outstanding bills were voted and approved unanimously.

### 4. Chair's Report (Harvey)

- a. Catherine recently read an article in the Patriot Ledger about the opening of the new Norwell Public Library and suggested that the Trustees write a congratulatory note to their counterparts on the Norwell Library Board of Trustees.

### 5. CLT Report (Coffey)

- a. The CLT has not met since the last Trustees meeting.

### 6. Friends Report (Harvey)

- a. The Friends received another \$1000 in Annual Appeal donations as well as \$171 from book sale purchases, and now have a surplus balance in their coffers. The group is considering using some of the funds for a special project or program in the coming months.
- b. The Friends are contemplating doing away with the coffee sale, as it requires a number of tasks and brings in a small amount of funds. A question has been raised regarding any formal requirement that the Friends provide coffee to patrons, or if it is their option.
- c. The book donation bin from Bay State Books will be installed in the library parking lot shortly and is expected to bring in funds through the agreement the Friends reached with the owner of the company. The Friends recently received a generous donation of 14 boxes of quality books, some of which will be added to the book sale and some that will be placed in the bin, which will both benefit the Friends monetarily.

### 7. Other

- a. Elaine thanked Carolyn on behalf of the Trustees for her service of six years as Chair.

The meeting was adjourned at 7:28 pm

Documents:

Minutes of the May 12, 2021 Trustees Meeting

Library Director's Report – June 7, 2021

June FY21 Financial Report

June 16, 2021 Accounting Report

FY21 June 16, 2021 Warrant

Library Trustees Authorization for Payment – 06/16/2021

FY21 Deposits to Treasurer – Fines & Fees etc.

FY21 Deposits to Gift Account