

Town of Millbury  
Meeting Minutes  
Board of Trustees Millbury Public Library  
Date: 8/18/2020                      Time: 6:00PM  
Location of the Meeting: Online via Zoom/Phone Dial-In/Local Access Broadcast  
Meeting Type: Regular   x   Special                      Emergency

**Present:** Jeff Raymond (Zoom), Stephanie Philips Richter (Zoom), Christine Fintzel (Phone), Andrew Borus (Zoom), Eric Boll (Zoom), Carol Burke (Phone)

**Absent:** Christine Brady

1. Call to Order – 6:03
2. Minutes - deferred
3. Citizen Forum – no speakers
4. Director's Report

- Curbside pickup procedure – Entire days are getting booked up. Most patrons are understanding of scheduling. The library is extending hours on Wednesdays to try to serve more patrons. Ann changed appointments to be in 10 minute intervals. She also tweaked how the staff are handling things to be more socially distant.
- Staffing – Some positions still getting filled, but things are going OK right now. Two staff members are each doing two-week trials of 35 hour weeks. Plan is to have one of those two staff members fill the 35 hour per week position.
- The hours of the Wi-fi were increased to 9 AM to 6 PM. Patrons can use from the parking lot.
- There were no answers to the board's questions to Town Manager related to temperature reading machines.
- Any work that the roofer does is guaranteed for one year. The worker who took pictures is currently out on paid leave.
- More comic books were ordered.
- There was an active leak in the community room. It was the result of condensation build up and filter clog. The filter was changed and pipes were further insulated. There is another leak on the second floor for similar reasons. Company will be looking at all pipes and tiles.
- Tracey, Ann, and other staff members discussed finding a way to post more videos online and involve community.

- Summer reading numbers were lower due to pandemic. There were 49 Summer readers; Most year there are about 100 readers. The most popular program was Pumpernickel Puppets. The cost of Summer programming was about \$1,350. The Board originally approved a \$3000 budget for Summer programming. Ann requested that the Board approve remainder of Summer Programming budget be put towards Fall programming.
  - At the beginning of the Summer Ann contacted Pat who writes checks for the Friends. Pat said that the Friends do not currently have any funds. The Cultural Council wrote a grant for Summer Programming to the Friends.
  - Jeff notes that in the future that the library should directly apply for Cultural Council grants.
  - Jeff and Ann will work together with Pat to get the grant straightened out.
  - Motion By Jeff Raymond to use any excess funds allocated for Summer Programming for Autumn Programming. Seconded by Eric Boll. Approved unanimously.
- Ann is setting up “Meditation for Inner Piece During Turbulent Times” program coming up in October.
- Tracey Graham – Organized an Ann Frank video program today. Tracey also talked about children’s’ music program. Staff have been conducting book reviews and uploading them online. Tracey raised the idea of doing a pop-up library to HR, but was still waiting to hear back. Tracey mentioned that she reached out to schools in town to offer any services that the library is able to offer. Jeff Raymond will send along information for some homeschool groups in town. Tracey has been working on craft kits, but there are only a limited number available at this point in time.
- Stephanie Phillips Richter mentioned that some libraries have been doing craft kits. She suggested that the library should post to Facebook asking what they can do for their patrons.
- Ann will look into upgrading the library’s website and see what additional cost and additional benefits would be. Jeff suggested they look into setting up YouTube account for videos before upgrading space on website.

## **5. Subcommittee Updates (to be addressed in bulk as opposed to individually)**

- **Facilities Subcommittee –**
  - Ann – Greenwood came back to reinspect leak and resealed it. The fix is only temporary and will last through winter. Temporary seal invoice was for \$1166.

- Ann – A tree fell on the wire close to the Children’s Room. Has been taken care of.
- Worldband replaced 3 of the public computers with old staff computers because the old staff computers use windows 10. Worldband upgraded the 4<sup>th</sup> computer to windows 10.
- Ann is putting deepfreeze on 4 of the computers.
- **Technology Subcommittee** – n/a
- **Endowment Subcommittee** – n/a
- **NEA Big Read Subcommittee** – n/a
- **Strategic Plan Subcommittee** – n/a
- **Policy Review Subcommittee** – n/a
- **Pandemic Response Subcommittee** – no updates

## 6. New Business

- **Questions and Answers from Emergency Management at Town Hall (holdover from June/July meetings).**
  - No updates
- **Library Reopening Updates**
  - Jeff Raymond says that curbside is working and there is no end to pandemic in short term. Nadia Friedler agrees that the library should continue with curb side. Carol agrees that the library should stay with curbside and watch how things go with the schools. Stephanie agrees with being safe and believes the library should explore delivery and pop-up libraries.
  - **Curbside Pickup update** – discussed during Director’ Report
  - **Next phase discussion** – Board consensus is that they are comfortable with continuing to do Curbside Pickup for the time being.
  - **COVID-19 Policy discussion iv. Staff input (if any)** – Ann would like to create policy so that staff know expectations. Trustees agree that there should be guidelines, rather than a policy. Nadia Friedler noted that she is looking for procedures/guidelines rather than a policy. Board consensus is that the staff and management should come up with their own guidelines, rather than board.
- v. **Next steps**
- **Summer programming update**
  - See Directors Report notes

- During Director's report, a motion was made to allow any excess funds allocated for summer programming to be used in Autumn. Motion by Jeff Raymond. Seconded by Eric Boll. Approved unanimously.

## **7. Old Business ( to be addressed in bulk as opposed to individually)**

- Chain of Lights basket - deferred
- Stairs Enclosed Space - deferred
- Library Website - deferred
- Cable Access Television - deferred
- Little Free Library - deferred
- Exercise Bike idea - deferred

## **8. Other Topics Not Anticipated to be Discussed**

- Tracy requests the ability for staff to have late openings when there are staff meetings or trainings. Consensus of Board is that while the library is still closed to the public, they can set phones with away message while staff are in a meeting.
- Chris believes that phone system is not working properly. Ann will look into it.
- Anti-racism statement is in the works.
- Lisa Boudreau asked if there is any information related to a PPE training. Ann has not heard back from the public nurse. Top of Ann's list to discuss with Town Manager.

## **9. What We've Been Reading**

- Jeff Raymond – Eccentric Orbits: The Iridium Story by John Bloom
- Stephanie Phillips Richter - Truck Full of Ducks by Ross Burach
- Andrew Borus – Be Here Now by Ram Dass
- Nadia Friedler – How to be an Anti-Racist by Ibram X. Kendi and Camp by LC Rowen
- Eric Boll – Serve Safe

## **10. Adjournment**

- Motion to adjourn at approximately 7:30 PM by Christine Fintzel. Seconded by Carol Burke. Unanimously approved.

*Due to the current guidance in place by the Town of Millbury and Millbury Board of Health, and with the policies in place by the Millbury Public Library surrounding COVID-19, it is not possible to submit a final copy signed by the Millbury Public Library Board of Trustees. All minutes will be recorded, signed and resubmitted upon the first in-person meeting of the Millbury Public Library Board of Trustees.*