

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

June 23, 2020, 7 PM
Virtual Meeting via Zoom

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A § 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Library Board of Trustees was conducted via remote participation.

- 1. Call to order of Board of Library Trustees Meeting.** Present via Zoom: Joan Barry, AnneMarie Bird, Nancy Gilbert, Dean Gillam, Deb Lebeaux, April Jones Prince, Lisa Powers, Chair Clare O'Connor, and Library Director Priya Rathnam. Absent with notice: Jeff Billingham. Chair Clare O'Connor went over Governor Baker's order suspending certain provisions of the open meeting law and also his order imposing strict limitations on the number of people that can gather together in one place. She discussed the fact that the meeting was held virtually via zoom, and that every effort was made to include public participation via technology.
- 2. Welcoming new trustee, April Jones Prince.** Chair Clare O'Connor welcomed our new trustee, April Jones Prince. April was elected by town vote in June.
- 3. Election of New Officers and Appointment of Committee Members.** Chair Clare O'Connor reports that she contacted the trustees individually to determine their preferences for serving on the board of trustees. With input from each trustee, she was able to put together the following board: Clare O'Connor as Chair, Deb Lebeaux as Vice-Chair; Lisa Powers as Secretary; Joan Barry as Treasurer (this is a new role). Clare explained that although she was ready to relinquish the role of Chair, she is willing to serve for one more year, especially given the challenges that we now face because of the Covid-19 pandemic. A motion to approve the board was made by Nancy Gilbert and seconded by Dean Gillam. A roll call vote was unanimous. Clare noted that any reorganization of the committees does not require a vote; she announced the following committees:
 - Personnel Committee: Nancy Gilbert, Debbie Lebeaux, April Jones Prince;
 - Facilities Committee: Dean Gillam, AnnMarie Bird, Lisa Powers;
 - Finance Committee (this is a new committee): Joan Barry, Clare O'Connor, Jeff Billingham.
- 4. Review and act to approve minutes of April 28th meeting.** A motion to approve the minutes was made by Dean Gillam and seconded by Joan Barry. A roll call vote was unanimous.
- 5. Review and act to approve Director's report of activities of May 2020.** Library Director Priya Rathnam reports that she has attended a lot of virtual meetings in the last month. She is on the Reopen Shrewsbury Task Force. Additionally she has weekly staff meetings, managers' meetings, and department head meetings to attend. Last week began part two

of phase one of the plan to reopen Massachusetts. In this phase the library may partially resume services; this includes accepting returns, and offering curbside pickup of reserved library materials. The library received 1481 hold requests in the five day period after it was announced that the library would resume accepting hold requests. The children's librarians have offered to select books for families around a theme that a child might enjoy, e.g. dinosaurs, so that the family does not have to request books individually. There are at this time fewer staff in the library at any given moment. The library staff has been divided into two teams that work in the building on alternate weeks. Most phone calls these days are about digital materials, for which the demand is very high. In particular the demand for Overdrive and Hoopla has increased dramatically. A lot of e-books were purchased in March, April and May. Virtual programming has been offered over the past several months, and this has highlighted the flexibility and adaptability of library staff. Even the Memory Café had two virtual meetings in June that featured some local musicians and was well attended, especially considering the circumstances (six people attended the first meeting and eight people attended the second meeting). A motion to approve the Director's Report was made by Joan Barry, seconded by Dean Gillam, and unanimously approved by roll call vote.

- 6. Financial and Legislative / Review and act upon FY2020 YTD report.** Library Director Priya Rathnam notes that the budget looks good. Since town meeting has been postponed due to the limitations on public gatherings sets by the governor, the Board of Selectmen has been approving the various town budgets month-by-month; this of course includes the library budget.
- 7. Programs and Services: Director's report of programs and services offered in May.** Library Director Priya Rathnam reports that the children's summer reading program will have an adventure quest theme. The teen program will encourage students to submit books reviews for a chance to enter into a raffle. The adult program will consist of two weeks of comic-con. There will be a digital scavenger hunt for all ages. There will be virtual volunteer opportunities for teens. Starting on June 29th the library, in conjunction with the Department of Parks and Recreation, will offer an eight week Story Walk program at Lake Street Park; every two weeks a new children's book will be featured in this program.
- 8. Facility, Equipment and Grounds.** Library Director Priya Rathnam expressed her thanks for Public Facilities for regularly cleaning the library and ensuring that staff has a clean and safe work environment during the pandemic. She also reports that the sound-proofing of the quiet room and the stairwell is complete; there is a new door to the quiet room and it is beautiful.

9. **Gifts and Grants.** Library Director Priya Rathnam reports that there is no news in terms of gifts and grants.
10. **Personnel: Hiring of Electronic Resources librarian.** Library Director Priya Rathnam reports that there were eight applications for the open electronic resources librarian position. Three candidates were interviewed virtually, and two finalists were chosen. The search committee decided on Andrea Puglisi; she has six years library experience in western Massachusetts. She will start on July 6th.
11. **Shrewsbury Public Library Foundation.** The Foundation Board held a virtual meeting yesterday. Nancy Gilbert reports that the Foundation's money is being transferred in stages over the next year to the Vanguard Fund to be invested in stocks and bonds (70% and 30% respectively). There will be a fall capital campaign in which the "movers and shakers" of the community will become ambassadors to assist the library in reaching out to the public. The Foundation Board currently meets four times per year, however this might increase over the course of the next year. A small amount of money will be used to seek professional fundraising help. Nancy Gilbert reports that she recently attended a three day virtual conference on library fundraising.
12. **Friends of the Library.** The Friends of the Library Board met virtually at the beginning of the month. The library book sale has been postponed until March 2021. The Friends are open to the possibility of a virtual book sale. At the current time volunteers are not allowed into the library building; this is a hurdle. There is at this time no timeline for the next phase of reopening, so it is unknown when volunteers will be able to enter the library.
13. **Policies.** There are no new policies or revisions that need approval.
14. **Miscellaneous.** Dean Gillam initiated a conversation as to what the trustees can do to honor Kevin McKenna's 30+ years of service as a library trustee. Several ideas were discussed, including Sunday hours sponsorship or a book. Further thought will go into this topic and we will discuss it again in the fall. Joan Barry said she will ask Kevin's wife for suggestions.
15. **Next meeting: September 22nd, 2020.** A motion to end the meeting was made by Dean Gillam and seconded by Lisa Powers. A roll call vote was unanimous.