

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
May 13, 2020**

Co-Chair Linda Trouville called the meeting to order at 4:05pm and read the following:

This meeting is being held remotely in accordance with the Governor of Massachusetts' March 10, 2020 Order Suspending Certain Provisions of the Open Meeting Law M.G.L. Ch. 30A, Section 20.

**In Attendance:** Library Director Nanci Hill, Chair: Linda Trouville and Vice-Chair: Eric Jackson, Trustees: Gretchen Mayall and Monique Verville, James Nolan was absent.

**Community Input** - None

**Review of the minutes** – Minutes from April 15, 2020. A motion to accept the minutes as presented was made by Eric Jackson, seconded by Monique Verville. A verbal vote was taken. The motion passed unanimously. The results of the vote were as follows:

Monique Verville - Yes  
Eric Jackson – Yes  
Gretchen Mayall – Yes  
Linda Trouville – Yes

**Review of Bills and Payroll**- The Board reviewed the bills from April 8, 2020 to May 8, 2020, and the payroll from April 13, 2020 to May 4, 2020. A motion to accept the bills and payroll as presented was made by Gretchen Mayall and seconded by Eric Jackson. A verbal vote was taken. The motion passed unanimously. The results of the vote were as follows:

Monique Verville – Yes  
Eric Jackson – Yes  
Gretchen Mayall – Yes  
Linda Trouville - Yes

**Budget and Financial Report** - Addendum Attached –

There was a discussion regarding our Materials Budget for FY20, which the Town Manager has frozen.

The Town Manager has asked Nanci to put together budget scenarios with percentage cuts of 5%, 10%, 15%, 20% and 25% for FY21. Nanci discussed the possibility of layoffs should these cuts take effect.

Regarding the State Aid and Certification Program, Nanci explained that the Board of Library Commissioners will take into account how much we spent as of the time we closed.

We will need to apply for a waiver in Fiscal Year 2021. Nanci explained how the waivers effect future fiscal years

There was a discussion regarding the possibility of needing to use the State Aid in FY21 to fill some of the void left after cuts are made to the budget.

Catherine Bence will be retiring in FY21. We will need to replace her with someone that is knowledgeable about current technologies.

**Performance Overview** - Addendum Attached –

- Numbers are again down across all statistics.
- We continue to see Wi-Fi users in the library parking lot. We are unable to capture that number.

**Directors Report** - Addendum Attached –

- Tom Ayotte was in the building with Nanci last week to go over how we will move desks and discussed the procedures and protocols for when and how the building will open. Nanci feels comfortable with what needs to be done. The Town Manager moved the staff return to May 25, 2020.
- Nanci talked about how much our staff is doing while they are at home
- Thank you to Gretchen and the Friends of the Library for the thank you notes that were sent to all staff members
- Jeff Klapes, the Travelling Librarian, will be doing four Virtual Tours for us.
- Checka Antifonario will be doing four Virtual Yoga programs for us.
- Joyce Servente is working with DHS to put together a band concert for DATV.
- There was a short discussion regarding the postponed election. Linda and Eric's term has been extended until the election is held.

**Unfinished or Continuing Business** - None

**New Business** –

- Budget Updates
- Opening Updates

**Next Meeting** – Next meeting is June 11, 2020

**Suggestions for Next Meeting** – none

Linda Trouville called for the meeting to adjourn at 4:42pm

Monique Verville made a Motion to close meeting and was seconded Gretchen Mayall

Monique Verville - Yes

Eric Jackson – Yes

Gretchen Mayall – Yes

Linda Trouville – Yes

Minutes Approved by:

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Eric Jackson, Co-Chairman

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Monique Verville, Trustee

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Linda Trouville, Co-Chairman

Absent

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James Nolan, Trustee

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Gretchen Mayall, Trustee