

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
July 15, 2020**

This meeting was 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.

The meeting was called to order at 4:12pm

Reorganization of the Board – A motion was made by Linda Trouville to nominate Monique Verville as Chair of the Board of Trustees for one year, Seconded by Eric Jackson. Eric Jackson made a motion to nominate Linda Trouville as the Vice-Chairs for one year, seconded by Monique Verville, approved with a two thirds vote.

Vote:

Eric Jackson – Yes

Linda Trouville – Yes

Monique Verville – Yes

In Attendance: Library Director Nanci Hill, Chair: Monique Verville and Trustees Linda Trouville, Eric Jackson, Trustee Gretchen Mayall joined the meeting at 4:20pm, Trustee James Nolan was absent and Community member Chuck Morin joined the meeting at 4:25pm

Community Input – Chuck Morin had a question about online audiobooks. Trustee Eric Jackson enthusiastically gave a brief recommendation of online audiobooks using the *Libby* Application. Director Nanci Hill briefly explained how to find online materials on the library's website and suggested he call the library if he needed help downloading *Libby* or any of the books. Mr. Morin left the meeting at 4:29pm

Review of the minutes – Minutes from June 17, 2020, a motion to accept the minutes as presented was made by Eric Jackson, and seconded by Linda Trouville. A verbal vote was taken; the motion was passed with a two thirds vote. The results of the vote were as follows:

Monique Verville – Yes

Eric Jackson – Yes

Linda Trouville – Yes

Review of Bills and Payroll- The Board reviewed the bill from the week of June 18, 2020 through the week of July 9, 2020 and the payroll from the week of June 8, 2020 through of July 11, 2020. There was nothing unusual to report. A motion to accept the bills and payroll as presented was made by Eric Jackson and seconded by Linda Trouville. The motion passed with a two thirds vote.

The results of the vote were as follows:

Monique Verville – Yes

Eric Jackson – Yes

Linda Trouville – Yes

Budget and Financial Report - Addendum Attached -

Performance Overview - Addendum Attached –

Discussion about our performance metrics since the library has reopened.

Directors Report - Addendum Attached –

Discussions –

Nanci informed the trustees that the library is looking at two streaming services Hoopla and Kanopy. She has set aside \$10,000 from the materials budget. Hoopla offers Video and Audio and Kanopy offers video only. Both vendor's services operate on a per use charge basis. Nanci has been in contact with these vendors and they are putting together an average annual cost to libraries of like size. There are different ways to pay for it. Nanci will review the estimated costs upon receipt and report back to the trustees.

Retirement of Reference/Information Technology Librarian Catherine Bence - Nanci explained to the trustees, that because of the town's hiring freeze, she will need to use State Aid to contract an IT Technical Services provider to do this part of Catherine's job, as she is the only staff member who had the knowledge. Nanci will prepare a scope of work and in conjunction with Barbara O'Conner, the town's new Procurement Officer, she will have to go out to bid for the job.

Circulation has been working on the library's inventory since March and they are working diligently to complete before the library fully reopens.

Friends of the Library Report

Gretchen Mayall reported on the last Friends of the Library meeting –

The friends made \$135.00 from their Purple Umbrella fundraiser. The Friends is working on virtual fundraisers and are planning on a virtual raffle in the fall using an online auction service. The Friends are also looking into getting both a Venmo account and an Amazon account to help streamline their financial operations.

Gretchen also talk about putting together *Genre Bags* to help support the lost revenue from the Book Nook. They are also reaching out to the community through social media to get more people to attend the monthly Friends Meetings via *Zoom*. They are hoping this will boost their membership and attract younger members.

Gretchen report that Robert Kropali resigned as the co-treasurer at the last meeting. Friends member Amy Spence has taken over the Friends' *Facebook* account.

Directos Draft Memorandum- Reopening: Phase 3

Nanci present the draft of the next phase of the library's reopening, she asked the trustees to read through and give some feedback. The second floor will reopen in Phase 3 of the plan.

Discussion regarding the current phase and how the staff is handling it. Nanci explained briefly that things are going smoothly. During Phase 3 their won't be a need two reference desks and the one in the mezzanine will close when the second floor is open.

Linda Trouville made a motion to accept that Phase 3 Reopening Plan Draft as present, to send on to the town manager, seconded by Eric Jackson, motion unanimously approved.

The results of the vote were as follows:

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

Unfinished or Continuing Business -

Senior Reference Librarian Title Update: The title has been approved by the town manager to Assistant Director.
Cares Act Grant Application Update – Unfortunately, we were not chosen as recipients of this grant.

Discussion regarding taking temperatures of staff and patrons. It was decided by the Board of Health that the library would not take temperatures of staff or patrons when entering the building. The protocol in place is everyone must wear masks and use hand sanitizer or gloves when entering the building.

New Business –

Technology Consultant - As previously discussed during the Director’s Report.
Reference Department – Discussed during Director’s Report.

Next Meeting – August 12, 2020

Suggestions for Next Meeting – none

Hearing and seeing no objections Monique Verville adjourned the meeting at 4:51pm.

Minutes Approved by:

Monique Verville, Chair

Eric Jackson, Trustee

Linda Trouville, Co-Chair

Absent
James Nolan, Trustee

Gretchen Mayall, Trustee