

**M. G. Parker Memorial Library  
Board of Library Trustees  
Meeting Minutes  
September 9, 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 4:00pm

**In Attendance:** Library Director Nanci Hill, Chair, Monique Verville, Vice-Chair Dr. Linda Trouville, and Eric Jackson. Trustee James Nolan arrived at 4:06pm. Gretchen Mayall was absent.

**Community Input – None**

The Director presented the trustees with numerous thank-you cards that community members have dropped off or mailed.

**Review of the minutes –** The minutes from July 15, 2020 were read. 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 bills from the week of July 16, 2020 to September 3, 2020 and the payroll from the week of July 13, 2020 to September 5, 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. A verbal vote was taken. The motion passed with a two thirds vote.

The results as follows:

Monique Verville – Yes  
Eric Jackson – Yes  
Linda Trouville – Yes  
James Nolan - Yes

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

Discussions –

- Budget spending for materials is back to normal.
- Director, Nanci Hill met with the Town Manager, Ann Vandal for an update of the budget. She indicated we might get back our Student Pages in November.

- Nanci participated in a webinar today on filing for a state aid waiver. Many libraries in the state will be filing for a waiver. Nanci briefly explained the process and will update the trustees as time goes on.

### **Performance Overview - Addendum Attached –**

#### Discussions –

- Beginning on September 8, 2020 the library returned to our regular 60-hour schedule, which includes Saturdays.
- Attendance is down. Nanci explained, that because services are limited, and with the absence of furniture for studying, and the children's room closed, patrons aren't coming in great numbers. Many libraries are experiencing similar attendance metrics and performance metrics.

Staff met and discussed what might be done to increase library attendance in the next phase. Suggestions made by staff included making appointments for the study carrel use and making family appointments to use the children of the Children's Room. This may be especially helpful with school starting.

Nanci will continue to work in this direction and keep the trustees posted.

### **Directors Report - Addendum Attached –**

#### Discussions –

- Because we have limited computers available, currently four to keep with social distancing requirements, the reference desk is making forty-five minute on-the-hour reservations for each computer. Reference staff is using the remaining fifteen minutes to clean in-between sessions. Because we have only a part-time custodian that leaves at noontime, and with only one person manning the reference desk, Ann Vandal has asked Christine Lindberg in Human Resources to look into hiring a part-time custodian to help with cleaning.
- When Catherine Bence retires in November, the reference department will be reduced to a one-person department, which is more than Diane Annunziato can handle. With the moratorium on hiring, Nanci has discussed out-sourcing the technology portion of Catherine's job and she is working with Barbara Connelly, the new Procurement Officer, to begin the bidding process for a technology expert to assist until the hiring freeze is lifted. Nanci will be most likely be using state aid monies for this. She will keep the trustees updated. In the meantime, staff will be filling in at the reference desk here and there to give Diane time off desk.
- Beginning on Tuesday, September 9, 2020 all of the library's lighting is being replaced with LED lighting. This installation will continue until all of the library's lighting is upgraded.
- Friends have hired Albert Daigle to file their non-profit paperwork.

### **Unfinished or Continuing Business –**

#### Discussions –

Staffing Update – Head of Human Resources, Christine Lindberg suggested that we contact one of our former Student Pages and see if they wanted to fill the second custodial position Ann Vandal discussed with Nanci during their meeting. Nanci heard from Christine Lindberg that former Student Page, Enrique Santiago is willing to come back and work the position.

### **New Business –**

Next phase of the library's reopening –Nanci and Ann Vandal discussed what the next phase of reopening the library will look like. With expanded hours beginning on September 8, 2020 there will most likely be more foot traffic and this will hopefully increase our attendance numbers.

**Next Meeting –** October 7, 2020 via Zoom.

**Suggestions for Next Meeting – Programming**

Hearing and seeing not objections, Monique Verville adjourned the meeting at 4:31pm

Minutes Approved by:

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Monique Verville, Chairman

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Eric Jackson, Trustee

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Linda Trouville, Vice- Chairman

\_\_\_\_\_  
James Nolan, Trustee

\_\_\_\_\_  
Absent  
Gretchen Mayall, Trustee