Minutes for April 7, 2020

Remote Meeting of Board of Trustees
Medfield Memorial Public Library

The Medfield Memorial Public Library is closed to the public due to COVID-19. Members of the public who wish to listen to the meeting may do so by joining via the web, or a conference call. Remote Meeting Tuesday April 7, 2020 @ 6:00PM

Link to zoom meeting. To join via the web:
https://zoom.us/j/955909568?pwd=ZEFKUnhIV1ppSIIfkbzRQWkZ0Zm1wQT09 Or:

1. Dial: 929-436-2866 or 312-626-6799 or 253-215-8782 or 301-715-8592 or 346-248-7799 or 669-900-6833
2. Then enter the Webinar ID: 955 909 568
3. Then enter Password: 101951

Attendees: Lauren Feeney, Maura McNicholas, Deb Merriam, Jean Todesca, Colleen Sullivan, Phil Tuths; Library Director Pam Gardner; Assistant Town Administrator Nick Milano

Lauren called the meeting to order at 6:02pm. She read Governor Baker’s order on the open meeting law and reminded the trustees that all votes will be roll call votes (A=Aye; N=Nay). After inquiring about the health and spirits of Pam and the staff she introduced Assistant Town Administrator Nick Milano who facilitated the Zoom meeting.


Friends’ Report: The Friends haven’t met since our last meeting but Pam reported that all is fine. Their next meeting will be during the week of April 14, 2020.

Director’s Report:

FY20 Budget: The town has issued a spending freeze with only routine expenditures allowed.

State Aid: The MBLC has officially issued revised State Aid standards, insuring that Medfield will receive funds.

FY21 Budget: No new information.

Procedures and Plans During Library Building Closure:

Staff in Building: Staff is in the building, one at a time, performing building specific tasks. Maintenance checks and cleaning continue.

Book Drop: The book drop is open for returns with staff safely emptying it. Books are then placed in quarantine.

Fines: No fines will be charged during the library’s closure.

Phones: Full-time staff is answering forwarded calls during regular library hours in 4 hour shifts, providing support to patrons.
Programs and Initiatives During Library Building Closure:

Virtual Programming: The library’s Facebook page is where most patrons look for Library information.

Behind the Scenes Projects: Staff is working on virtual programming, revising and writing training manuals, planning and continuing education.

Customer Service Training: Pam and Moira will use this training document as a basis for staff reviews.

Personnel: The open circulation position is on hold due to the town hiring freeze.

Staff Reports: Pam and the entire staff compiled detailed information on their activities during the library’s closing. The trustees complemented all on their enthusiastic activities and worthwhile projects during this demanding time.

Other Business:

Salaries: All staff has been paid through March 28, 2020. A decision needs to be made about paying the high school pages.

Subcommittees: Lauren suggested that three subcommittees be formed for Pam to rely on if she has questions. Budget: L. Feeney, M. McNicholas; Personnel: D. Merriam, J. Todesca; Reopening/Operations: C. Sullivan, P. Tuths.

Additional Meeting: Lauren suggested an additional meeting via zoom each month, with no formal reports, to keep the trustees apprised of developments during the library closing.

Weekly Warrant: Phil will review only the warrant cover sheet but there is no need to sign.

Date of Next Meeting:

The date of the next meeting is Tuesday April 21, 2020 at 12:00pm (noon) via Zoom. This will be a meeting to update the trustees on activities and plans during the library’s closure.

The next regular trustee meeting is May 5, 2020.


Respectfully submitted,

Maura McNicholas