

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=ZEFKUnhIV1ppSIFkbzRQWkZOZm1wQT09> 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.

**Minutes:** Motion to approve February 20, 2020 minutes. Motion: D. Merriam ; Second J. Todesca; Roll Call: L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, C. Sullivan A, P. Tuths A; Unanimous vote.

**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.

**Adjourn:** Motion to adjourn the meeting at 7:10pm. Motion: D. Merriam ; Second C. Sullivan; Roll Call: L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, C. Sullivan A, P. Tuths A; Unanimous vote.

Respectfully submitted,

Maura McNicholas