

Minutes for May 5, 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 May 5, 2020@ 12:00 PM (noon)

Link to zoom meeting: <https://zoom.us/j/99888385743?pwd=OXNuRGpWRVk4TnQrNndHTjNyUHNBdz09> 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: : 998 8838 5743
3. Then enter Password: OPSznX

**Attendees:** Jenny Shaw Cronin, Lauren Feeney, Maura McNicholas, Deb Merriam, Jean Todesca, Phil Tuths; Library Director Pam Gardner; Assistant Town Administrator Nick Milano

**Introductions:** Lauren called the meeting to order at 12:02 pm. She read Governor Baker's order regarding the open meeting law and reminded the trustees that all votes will be roll call votes (A=Aye; N=Nay). Assistant Town Administrator Nick Milano facilitated the Zoom meeting. Lauren congratulated Jenny on her election to the board.

**Reorganization of Trustee Officers:** The trustees agreed on a slate of officers: Chair, Jean Todesca, Vice Chair Deb Merriam, Secretary Maura McNicholas, Treasurer Phil Tuths, Liaison to the Friends of the Library Jenny Shaw Cronin, Member at Large Lauren Feeney. Subcommittees set up at the April 7, 2020 meeting will remain the same. Motion made to accept proposed slate of officers and subcommittees. Motion: D. Merriam ; Second J. Todesca; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote.

**Minutes:** Motion made to accept the April 7, 2020 minutes. Motion: D. Merriam ; Second J. Todesca; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote. Motion made to accept the April 21, 2020 minutes. Motion: D. Merriam ; Second J. Todesca; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote.

**Staff reports:**

The staff submitted detailed information (5.5.2020 Trustee packet) on the projects that they are working on. Two staff members assisted at the May 4, 2020 town election.

**Director's report:**

**Budget Expenditures YTD:** The budget is very much on track.

**FY21 Budget:** Pam expressed concern that town budget cuts to the proposed FY21 budget might risk the MBLC requirements for town support, putting our annual State funding in jeopardy. Pam will work with the budget subcommittee on this issue.

**Procedures & Plans for Library Building Re-Opening:** Trustee discussed and made suggestions on the "Curbside pick-up" procedures and a tiered plan for a phased re-opening based on State and local guidance.

**Personnel:** The circulation department has one unfilled position but the position will remain unfilled until the town's hiring freeze is lifted.

**Other Business:** Pam included trustee training webinars that may be of interest to trustees

**Date of next meetings:** May 19, 2020 12:00 (noon) via Zoom (Library update) and June 2, 2020 12:00 (noon) via Zoom (regular Trustee meeting)

**Adjourn: Motion** to adjourn the meeting at 1:16 pm. **Motion:** D. Merriam ; Second J. Todesca; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote.

Respectfully submitted,

Maura McNicholas