

Minutes for July 7, 2020
Remote Meeting of Board of Trustees
Medfield Memorial Public Library

Medfield Public Library is closed to the public. Members of the public who wish to listen to the meeting may do so by joining via the web, or a conference call. To join via the web:

Click:<https://zoom.us/j/95343124566?pwd=SVNhZFRVenBhcGRyckh0cnlrbVM1UT09> Enter Password: 764866

Or: Dial: 929-436-2866 or 312-626-6799 or 253-215-8782 or 301-715-8592 or 346-248-7799 or 669-900-6833. Then enter the Webinar ID: 953 4312 4566. Then enter Password: 764866

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

Introductions: Jean called the meeting to order at 12:04 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).

Approval of June 2, 2020 & June 16, 2020 minutes: Motion made to accept the June 2, 2020, minutes. Motion: D. Merriam; Second L. Feeney; 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 June 16, 2020 minutes. Motion: D. Merriam ; Second L. Feeney; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote.

Minuteman Contract: Motion made to accept the FY21 Minuteman contract. Motion: D. Merriam ; Second L. Feeney; Roll Call: J. Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote. Jean will sign the contract as trustee chair.

Thank You: All trustees expressed appreciation and thanks to all department heads and staff for their outstanding work during the Library's closure. They have done a fabulous job adapting to a new atmosphere that is constantly changing.

Friends of the Library Report: New members continue to join. The Friends' book grab bags available at Hold/Take Out are popular. Their annual meeting will be August 13, 2020 at 7:00 pm via Zoom. They will share a booth with the Library at Medfield Day if Medfield Day happens. Karen is finalizing bookstore plans with Pam.

Staff reports: Summer reading programs for all ages (including adults) have had great responses.

Director's Report

Final Report on FY20 Budget: EOY FY20 budget figures will be shared at the next meeting.

FY21 Budget: The salary and supply lines will be tight as they absorbed major cuts. Pam will closely monitor both. Capital budget items passed at Town Meeting include repairs to windows, window wells and carpet.

Planning for Stage 2 of Building Re-opening:

- The number of patrons permitted in the building will be determined by building square footage. Pam is investigating if this refers to public space or total building square footage.
- Time in building will be monitored.
- The first floor will be open with runners pulling books from the other floors. Staff will work throughout the library.
- The circulation desk will be reconfigured for the safety of patrons and staff. Contact free self checkout or check out with the new Minuteman app will be used.
- An hour each morning will be set aside for seniors and immunocompromised patrons.
- Adjusting library hours are under discussion.
- Two computers will be set up in the Dailey room with controlled time limits. Accessories that can withstand constant disinfecting are being researched.

- Staff will assist with copying and faxing as the machines will remain on the lower level.
- No date for reopening has been set. Pam is in contact with Minuteman and area libraries.
- The library needs to stockpile supplies for cleaning and safety.
- The Trustees feel strongly that the library needs to maintain the staff's health and safety and supervise the safety of patrons.

Programs & Initiatives: Chrome books will be lent to patrons. Trust funds will be used to fund the MBLC grant that was not funded. Virtual programming for all ages will continue throughout the summer. The Trustees support the waiving of fines through the end of the year.

Other Business:

Date of Next Meeting: Tuesday, August 4, 2020 via Zoom time to be determined.

Adjourn: Motion to adjourn the meeting at 1:25 pm. Motion: D. Merriam; Second J. Cronin; 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