

Minutes for August 4, 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 remotely by joining via the web, or a conference call.

To join via the web: <https://zoom.us/j/91859646011?pwd=bjFDZINWYU1yZ1gxVW5YdGhUVmxZQT09>

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: 918 5964 6011. Then enter Password: 601981

Attendees: Lauren Feeney, Maura McNicholas, Deb Merriam, Phil Tuths; Library Director Pam Gardner; Town Planner Sarah Raposa (Zoom facilitator)

Call to Order: Deb called the meeting to order at 5:11 pm. Lauren 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 minutes: Motion made to accept the July 7, 2020, minutes. Motion: L. Feeney; Second: P. Tuths; Roll Call: L. Feeney A, McNicholas A, D. Merriam A, P. Tuths A. Unanimous vote.

Library updates:

- The Friends' annual meeting will be Thursday, August 13, 2020 at 7:00 pm via Zoom.
- Pam will meet with Amy Collieran to finalize details for the lower level carpet replacement appropriation passed at Town Meeting, with funds coming from the Capital Budget.
- Minuteman hopes to have an action plan in place in case libraries are forced to enter another lock down.
- Erica hopes to pair up the YA teens with Medfield Cable to present a Halloween haunted house. Pam will monitor the plans.

Planning for library building re-opening to the public:

Schedule

- Pam has reevaluated the previous schedule and anticipates instituting a hybrid schedule. The schedule will be adjusted as to needed.
- She plans to be open for half days for four weekdays, with a contactless pick-up option available for the other half of the day. A sample schedule will be: Mon. & Fri. Open to public 10-2, contactless pickup 3-6; Tue & Thurs: Contactless pickup 10-1; open to public 2-6. Saturdays will also offer both, but a schedule remains to be determined.
- Feedback from open area libraries has shown steady but not overwhelming usage.
- She is proposing to service three anticipated groups visiting the library: patrons who want to be using the library, cautious patrons who want their materials without contact, and a group who see the library as an activity.
- Outdoor signage, the library website and other sites that publicize the new library schedule will reflect the changed hours.
- Pam hopes to reopen before school begins. A soft/test opening will be planned.

Building use

- The library will open with 12 patrons using the library for up to 30 minutes on the main floor only.
- Pam has ideas on how to contact overflow patrons if a queue forms.
- Runners will pull books from other floors, copy and fax materials and otherwise assist patrons.

- Children's room materials will be strategically placed on tables on the first floor. Children's room staff will be available for readers' advisory.
- Two computers will be setup in the Dailey room. Keyboards and mice for patron use will be checked out at the circulation desk. They will be disinfected when returned.
- The Friends' are ready to open the bookstore. They have planned for contactless payment.

Safety

- A staff member will monitor the front door reminding patrons about masks (required), time allowed in the building and other pertinent information. Front doors will be closed (because of a recent bird visit) but Pam is investigating using the handicap button to open the doors. Front door handles will be cleaned periodically.
- Material check out will use self check out on the touch screen with Pam is investigating how to clean the screen after each use. The new Minuteman app for check out is not yet operational. On good weather days a check out station and hold/pick up will be outside.
- The first floor bathroom will be open to patrons with wipes available. Door handles will be cleaned periodically.
- Water fountains will be unavailable. Small water bottles will be available.
- Pam will work on ways to answer the phones because having the phone on speaker is unworkable once the library opens.
- A hand sanitizer station (when it arrives) will be located at the front door.
- Returned items will be quarantined for at least 24 hours.

Date of Next Meeting: Tuesday, September 8, 2020 at 5:00 pm via Zoom.

Adjourn: Motion to adjourn the meeting at 6:15pm. Motion: D. Merriam; Second L. Feeney; Roll Call: L. Feeney A, McNicholas A, D. Merriam A, P. Tuths A. Unanimous vote.

Respectfully submitted,
Maura McNicholas