

Minutes for September 8, 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/99891129618?pwd=ZmhMbUJwZmhpcXh4cER4bDk2K2VRUT09> then enter password: 165729 **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 2. Then enter the Webinar ID: 998 9112 9618 3. Then enter Password: 165729

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)

Call to Order: Jean called the meeting to order at 5:03 pm. Jean 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 to accept minutes for August 4, 2020. Motion: D. Merriam; Second J. Shaw Cronin; Roll Call: J. Shaw Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Friends' Report: The Friends' annual meeting went really well and was very informative. Pam is working with Karen about reorganizing the bookstore to make it easier to browse. An online cookbook is in the planning stage.

Staff Reports: The staff is focused on the reopening. Summer programs and activities met expectations despite the many restrictions in place. The Trustees complimented the staff for excelling in difficult times.

Director's report:

- **FY21 Budget:** Spending is low in all accounts except for COVID spending. Pam is hoping for reimbursement for these expenses.
- **Planning for Stage 2 of Building Re-opening:** Pam presented the "partial reopening plan". The library will reopen Thursday, September 10, 2020 with limited hours and only the first floor available to patrons. Staff will be available to guide patrons, answer questions, provide for readers' advisory, and provide materials and services from the lower level and children's' room.
- **Vote on Masks:** Motion: The Trustees require a mask that covers the nose and mouth be worn by all patrons and staff. Patrons uncomfortable with this procedure will be serviced in a different way. Motion: P. Tuths; Second: D. Merriam; Roll Call: J. Shaw Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote. The Trustees reiterated that the safety of staff and patrons is their first priority.

- **Hold Takeout Review:** Pam reported that everything went well and she's received lots of positive feedback on the program. Statistics for the program show an increase for August 2020 from July 2020, but both were a lot less from 2019.
- **Personnel:** Pam reported the resignation of a member of the circulation staff. Since the position is already budgeted she hopes that filling the position is approved as there is a town staff hiring freeze.

Other Business: ARIS will be signed next week. Minuteman is up and running in most member libraries.

Date of Next Meeting: Tuesday October 6, 2020 at 5:00 via Zoom.

Adjourn: Motion to adjourn the meeting at 6:18 pm. Motion: D. Merriam; Second J. Shaw Cronin; Roll Call: J. Shaw Cronin A, L. Feeney A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Respectfully submitted,
Maura McNicholas