

Minutes for June 16, 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 19, 2020@ 12:00 PM (noon)

Link to zoom meeting: <https://zoom.us/j/2732954248?pwd=V3BYa1F2VzdqUXJFSzVVbGRZZm1Wdz09>

Meeting ID: 273 295 4248 Password: 578918

**Or:** To join through a conference call, dial 929-436-2866 or 312-626-6799 or 253-215-8782 or 301-715-8592 or 346-248-7799 or 669-900-6833 a. Enter the Meeting ID: 935 6383 1417 b. Enter the password: 661474

**Attendees:** Jenny Shaw Cronin, Lauren Feeney, Maura McNicholas, Deb Merriam, Jean Todesca, Phil Tuths; Library Director Pam Gardner.

Jean called the meeting to order at 12:06 pm. She read Governor Baker's order on the open meeting law and reminded the trustees that all votes will be roll call votes.

**Library Budget for FY21 and MAR waiver process**

Pam explained MAR and TAMI, the State programs that affect the library's accreditation and State funding. The Library must request a waiver because the library's 3 year town funding average does not meet the State's criteria. Pam is positive about submitting the waiver application and will check with the MBLC State aid specialist for guidance as this could affect the library for up to five years.

**Update on Hold Takeout service**

The program is going well. Staff is taking more reserve calls and offering more reader's advisory.

**Update on library virtual programs**

The great programs that the staff has initiated will continue throughout the summer.

**Planning for safety measures for library building re-opening to the public**

Pam will offer a detailed reopening plan at the next meeting. To construct the plan she will consult with Town Hall, the Board of Health and continue to monitor health numbers and area libraries. Topics discussed on the reopening included which floors to open, ways to service patrons of the children's room, signage, and placement of hand sanitizer stations. Discussion also included purchasing a new door counter, as the library will need to limit the number of staff and patrons in the library at one time and how to impose a time limit on library visits.

**Other Business the May Arise**

**Motion:** To close the Library on Friday July 3, 2020 in observance of the Fourth of July. Motion: D. Merriam; Second J. Cronin; Roll Call: J. Cronin A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote. Note: the Library will also be closed Saturday, July 4 and Sunday, July 5, 2020

**Date of next meeting:** July 7, 2020 12:00 (noon) via Zoom

**Adjourn:** Motion made adjourn at 1:06pm. Motion: D. Merriam; Second J. Cronin; Roll Call: J. Cronin A, McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A; Unanimous vote.

Respectfully submitted,

Maura McNicholas