

Minutes for October 6, 2020
Remote Meeting of Board of Trustees
Medfield Memorial Public Library

Posted in accordance with the provisions of MGL Chapter 39 Section 23A, as amended Due to the COVID-19 emergency, this meeting will take place remotely. 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.

Members of the public who wish to view or listen to the meeting may do so by joining via the web, or a conference call. To join online, use this link: [https://medfieldnet.zoom.us/j/86345581758?pwd=OU92SFZNYlhHNVIXV3ZqbXdWMFRxZz09b](https://medfieldnet.zoom.us/j/86345581758?pwd=OU92SFZNYlhHNVIXV3ZqbXdWMFRxZz09b.). Enter Password: 221036 2 **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. Enter the Webinar ID: 863 4558 1758 b. Enter the password: 221036

Attendees: Jenny Shaw Cronin, Lauren Feeney, Maura McNicholas, Deb Merriam, Jean Todesca, Phil Tutts; 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 September 8, 2020 with addition. Motion: D. Merriam; Second J. Shaw Cronin; Roll Call: J. Shaw Cronin A, L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tutts A. Unanimous vote.

Friends' Report: At their October 1, 2020 meeting reported that the book store is open and holding an October half price surprise grab bag sale. Recipes for the Friends' "Comfort Food Cook Book" are due October 23, 2020. Their membership drive will begin in October.

Staff Reports:

Adult: Bri is offering a variety of programs to pique patron interests. She has been busy working on the reopening signs including the yellow submarine safety curtain.

Children's: The summer program exceeded the summer involvement goal. Fall programs are beginning. The Children's Room staff is prepared to coordinate with the schools. Displays of children's books are all over the first floor of library and book bundles are proving to be successful.

Circulation: The Library is open to the public!

Teen: Erica will rethink the Page Program as presently there are no teen volunteers. The Haunted House will be a drive-through on October 30, 2020 at the Medfield State Hospital. Erica will be leading the Memoir/Biography Book Group.

Director's report:

- **FY21 Budget:** The budget is in good shape. Expenses for Round 2 of the Cares Act have been submitted.
- **Update on Stage 2 of Building Re-opening to Public:** The reopening has gone well. The number of patrons allowed in the library may be increased. Contactless pickup has been successful. The Minuteman's new app "Capira Curbside" is now available and should save the staff time.
- **Personnel:** Many responses for the open circulation position have been received. A team will review resumes and arrange for virtual interviews. Pam anticipates another retirement, date to be determined.

Other Business:

Minutes: Current and past years' minutes will be posted on the library website.

FY22 Action Plan: Pam is working on this.

Hosting School Evaluations: Pam will contact the Director of Student of Student Services for more details on their request to use the Library.

Internet: The library is switching to Verizon Fios for better service at a similar price.

Date of Next Meeting: Tuesday, November 10, 2020 at 5:00 via Zoom.

Adjourn: Motion to adjourn the meeting at 6:16 pm. Motion: D. Merriam; Second L. Feeney; Roll Call: J. Shaw Cronin A, L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Respectfully submitted,
Maura McNicholas