

Minutes for November 10, 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.

1. 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://medfield-net.zoom.us/j/86542042054> pwd=OFJ4a0R5MkFyUGt5bVNUOS9PUFZXdz09 **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 Tuths; Library Director Pam Gardner; Assistant Town Administrator Nick Milano (Zoom facilitator)

**Call to Order:** Jean called the meeting to order at 5:02 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 October 6, 2020. 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. Tuths A. Unanimous vote.

**Friends report:** The Friends report healthy financials in spite of the bookstore and library being closed. Their membership drive has begun.

**Staff reports:**

**Adult:** Bri reported that the Gravestone Girls program was well received. Marketing continues to keep her busy. She plans on a "Make It Take It" activity for adults and is planning to circulate Maker Space materials

**Children's:** The October virtual programs were popular especially Kurt Jackson. Reader's Advisory is successful as is personal browsing and book displays.

**Circulation:** Reading resumes and interviews for the unfilled circulation positions has begun. Circulation reports are allowing staff to review missing or lost in transit items. A Training Handbook is being researched and designed.

**Teen:** The Haunted Halloween Drive-Thru at Medfield State Hospital organized in conjunction with Medfield TV was wildly successful. Brainstorming for the 2021 Halloween Drive-Thru will address the issues of underwriting, traffic control, ticketing, and detail officers as well any other issues that come up. Erica will facilitate the Memoir/Biography Book Club.

**Director's report:**

**FY21 Budget:** The operations budget looks good. Materials purchases are on track and other line items are running below the budgeted amount.

**ADA Compliance Audit:** Pam and the Trustees discussed the Library portion of the ADA Compliance Audit. Pam plans to meet with Assistant Town Administrator Nick Milano and Facilities Manager Amy Colleran to discuss the audit and possible remedies.

**Building:** Carpet for the lower level has been selected. Pam hopes to have the lower level painted before installation. New mobile shelving will replace the short shelving in the Children's Room.

**Action Plan:** Pam updated the Trustees on the updated FY21 Action Plan.

**Personnel:**

Pam plans to produce a Library Personnel Handbook. Reading resumes, interviews and library tours for the unfilled circulation positions has begun.

**Other Business:**

**Holiday Hours:** The Library will be closed Thursday November 26, 2020 and Friday November 27, 2020. The Library will be open Saturday November 28, 2020 from 10-2 with contactless pick-up available from 3-5.

The Library will be closed December 25, 2020 and Open December 26, 2020 from 10-2.

**Snow Days:** When the Library is closed because of snow, staff scheduled to work in the library will have a snow day and staff scheduled to work from home will do that.

The 2020 Annual Report is due in January 2021.

Pam will check with Colleen Sullivan about placement of the Lions' charter.

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

**Adjourn:** Motion to adjourn the meeting at 6:49 pm. Motion: M. McNicholas; Second L. Feeney; Roll Call: L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Respectfully submitted,  
Maura McNicholas