

Minutes for December 8, 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://medfield-net.zoom.us/j/83725168479?pwd=VUZtSUNhbmFlcWp1SjBxcERuYzFxdz09>

Enter Password: 850739

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: 837 2516 8479. Enter the password: 850739

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 made to accept minutes for November 10, 2020. Motion: J. Shaw Cronin; Second D. Merriam; 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: No updates as the Friends next meet on December 10, 2020.

Staff reports:

Adult: Programming will be lighter during the upcoming holiday season as Bri continues to collaborate with other groups, ramp up social media and compile adult make and take bags.

Children's: Story times are back to normal level. The periodical room has been transformed into a young reader's room which is working well. Bernadette and staff have increased children's materials on the main level and continue to provide reader's advisory through stair runs.

Circulation: The redesigned training manual and circulation procedures will be useful with the two new hires. Moira continues to track missing items.

Teen: Erica joined Medfield Together and is facilitating the Memoir/Biography book group.

Director's report:

FY21 Budget: The budget is on target. Pam is watching the materials budget and is urging staff to spend allocated program budgets.

FY22 Budget: A level funded budget was submitted with the only priority replacing the 15 hour circulation position.

Building:

The lower level is being repainted and carpeting is due to be replaced in early January, 2021. Motion: To allocate up to \$6,000.00 for lower level painting, funds to come from State Aid. Motion: L. Feeney; Second D. Merriam; Roll Call: J. Shaw Cronin A, L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Franklin Glass will install more substantial semi-permanent circulation desk shields.

COVID-19 Operations:

Pam reported on the latest Board of Health meeting. The Library is monitoring State and area COVID levels and may return to contactless library services.

Discussion of an action plan on how to proceed if a staff member tests positive for COVID included closure procedures, contact tracing, deep cleaning, and quarantine measures.

Personnel: Two new staff members have been hired to fill a recent resignation and a retirement.

Other Business:

Jean shared the Trustees 2020 Annual Report that will be submitted in January 2021.

Motion: To allocate up to \$800.00 for a thank you staff luncheon, funds to come from the Catherine Bell Trust.

Motion: L. Feeney; Second D. Merriam; Roll Call: J. Shaw Cronin A, L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Date of Next Meeting: Tuesday, January 12, 2021 at 5:00 pm via Zoom.

Adjourn: Motion made to adjourn the meeting at 6:30 pm. Motion: M. McNicholas; Second J. Todesca; Roll Call: L. Feeney A, M. McNicholas A, D. Merriam A, J. Todesca A, P. Tuths A. Unanimous vote.

Respectfully submitted,

Maura McNicholas