

Minutes for January 12, 2021
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 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/83725168479?pwd=VUZtSUNhbmFlcWp1SjBxcERuYzFxdz09>
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 Password: 850739

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

Jean called the meeting to order at 5:04pm. She read Governor Baker's order on 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 approve of December 8, 2020 and December 16, 2020 minutes. 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.

Friends' report: Since the Friends last met in December, 2020 and the Library moved to contactless status, the book store is closed and donations are not being accepted. The 2021 membership drive is on track with 2020. The cookbook was published and remaining book bags were donated. Plans for spring 2021 are underway.

Staff reports:

Adult Services: Bri is collaborating with other groups. A virtual Art in Bloom, in collaboration with the Garden Club and the Medfield High School art department is being planned. Monthly "Take and Make" kits continue to be popular.

Children's Room: Popular December virtual programs included Kurt Jackson and The New Year's Evening program for kids. Plans for spring include passive outdoor programs. 75 "Take and Make" kits are distributed each week.

Circulation: The shift from open library to contactless was again successful. Redesigned date due slips should make materials pick up and return easier.

Teen Services: Volunteer pages are being re-trained in proper material shelving. Craft bags continue to be popular. New, exciting virtual and outdoor programs are being planned.

Director's report:

FY21 Budget: Budget line items are below allocation except for telephone. The materials budget is on target.

Building: The lower level painting and rug replacement are complete and look great.

COVID-19 Operations:

Fines: Pam would like to continue fine suspension to encourage safe practices as there is not a contactless way to collect fines. The Board supports her decision. It is the intent of the Medfield Public Library supported by the Board of Trustees not to charge fines when the library returns to full operating mode. This will continue until further notice.

Services: Although the library is only offering contactless services, the library continues to offer a variety of services including but not limited to assistance via telephone every hour the library is open, virtual programs, "Take and Make" bags, faxing, copying, and scanning. The staff continues to be as accommodating as possible.

Purchase of a new people counter at the main entrance is on the to-do list.

Personnel: All non-frozen positions are filled, allowing staff to return to the regular daily tasks.

Other Business: Nomination papers for the March town election are due Feb. 8, 2021.

Date of Next Meeting: The next regular trustee meeting is Tuesday, February 16, 2021 at 5:00pm.

Adjourn: Motion to adjourn the meeting at 6:21 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. Tutts A; Unanimous vote.

Respectfully submitted,

Maura McNicholas