

Minutes for February 16, 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 5:10 pm. 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 January 12, 2020 minutes. 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.

**Friends' report:** Jenny and Pam reported on the Friends latest meeting. There were no expenses in January, 2021 but there has been additional income from the bookstore, nine new members and a donation from Benevity, a Canadian version of PayPal. Anticipated future expenses include a new dolly, ukuleles for an upcoming program, stamps and return address labels and literary awards. The membership drive letter was sent out with the New-N-Town mailings and five new Friends joined in the past week. For the 2021 membership drive, there is a total of 22 new Friends compared to 17 at this time in 2020. The Board decided to continue to pause book donations at least through February as there is a backlog of books at this time. The books for sale will be swapped out every couple of weeks.

**Staff reports:**

Pam complemented the staff on their fantastic initiatives to keep library users engaged using a wide variety of programs and projects.

**Adult Services:** The Dialogue On Race Discussion Group was cancelled due to lack of registrants however the one person who signed up was able to register for the program with another group. Volunteer run programs including the English Language Practice Group, the Valentine's Day Collage Workshop, the Kindness Club and Saturday Morning Yoga have all proved popular. A new ongoing program, "Sketchbook Exchange Project", will start March 1st. February Take and Make Kits were made possible by book donations by the Friends. Social media interactions are increasing. Plans are being finalized for Art in Bloom 2021, a collaboration between The Garden Club, the high school art department, Medfield TV, and the library.

**Children's Room:** Take and Make Bags continue to be popular. Planning for the summer reading program, which will be shared with all the staff, has begun. The Outdoor Book Hunt was well received and plans are underway for a StoryWalk. Valentines made by Children's Room users were shared with Thomas Upham residents.

**Circulation:** Planning and purchasing for this year's seed library has begun. Take Away Bags allowing patrons to travel and vacation from home and Celebrating Black History are circulating.

**Teen Services:** Erica is in contact with area schools and is starting to plan for summer reading. A variety of teen programs are offered via Zoom. She has been working with community group Medfield Together to organize a "Knowledge Quest" around town for Black History Month.

**Director's report:**

**FY21 Budget:** All budget lines are on target except for telephone. Utilities and meetings and conferences are especially low due to COVID. COVID supplies are now being purchased from the library supply line.

**FY22 Budget:** Pam met with Amanda Hall, our Warrant Committee liaison and later the Warrant Committee. The Library submitted a level funded FY22 budget. She continues to advocate for restoration of the frozen library position as this position will be essential once the library returns to being open full time.

**Projects:** With the lower level painting and rug replacement complete, staff is researching furniture and shelving changes.

**COVID-19 Operations:**

**Re-opening:** Reopening discussions will be a monthly agenda item with public metrics and safety considerations under discussion.

**Summer Programs:** Planning for summer programs is underway, emphasizing ways to make programs rewarding and fun for all.

**Other Business:** Pam is in talks with the electrician about the people counter.

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

**Adjourn:** Motion to adjourn the meeting at 6:26 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