

Scituate Town Library Board of Trustees' Meeting Notes

Monday, July 27, 2020, 4:00 PM

Scituate Town Library – Video/Call-in Meeting

Present on video call: Jessi Finnie- Library Director , Elizabeth Holthaus, Chris Mirarchi, Kevin Carleton, Sheila Kukstis, Pat Murphy, Carol Sullivan Hanley; Karen Canfield representing the Board of Selectman.

- Meeting began at 4:00 pm
- Approval of June 29th minutes- minutes approved
- Foundation update (from Jessi) - Foundation is applying for another round of grants from the Hamilton Group. This is a yearly grant. The Foundation is looking to add two new members and is looking for recommendations. The Foundation has received a large number of donations in memory of John Koulopoulos.
- Board of Selectman Report- Karen shares that the BOS is evaluating how to conduct business in the virtual world.
- Director's report
 - Building updates
 - none
 - General Library News
 - FY20/21 Budget Update
 - COVID-19- A reopening date has been scheduled for August 3rd although there is some concern among the staff. No other libraries in the area are reopening. Staff are concerned about being overwhelmed by a volume of patrons and are really quite nervous. The occupancy limit for the library for this phase is 90 which is large in comparison to one of the only other libraries reopening (Milton, a larger library, had a limit of 30). The process for deciding this involved the Board of Health Director, Facilities Director and Town Administrator who came together over last week to discuss the reopening and to make a decision about reopening. There are between 500-700 patrons over the hours in the course of a regular pre-Covid summer day. Usually around 40 at one time. With Scituate being the only library open, the concern is that many patrons from other libraries will utilize Scituate library. Software to view real time occupancy will be used. Questions about what happens if the 90 limit is reached, and whether social distancing can be maintained with 90 patrons in the building. At this time there will only be one family at a time for no more than 20 minutes to browse in the Children's Room and pick up new materials. The Teen Room will be limited to three teens. Plexiglas has been installed in the different areas. The Reference Desk does not have plexiglass so Susan Pope will be moved to a study room. All staff will have face shields in

addition to face masks. Computers are more of a concern. Staff will not be able to assist patrons with the computers in a close proximity but may help from a distance or remotely. Patrons will be given wipes and will need to wipe down the keyboard and mouse. At this time, the goal is to have patrons move through the building and not linger. No rooms will be open to patrons. Jessi states that she is not too worried about patrons not wearing masks. There will be a limited number of masks that will be available to patrons who come without one. The library will try to do senior hours on MWF 10-11.

- Changes to Curbside- the option of curbside pickup will be offered but curbside pickup will now be in the building next to the Book Club Room for curbside pick up. There will be a door buzzer that patrons can use to pick up curbside if they are not comfortable entering the building, Curbside hours will stay the same. Delivery for orders has been overwhelming so has made curbside pickup a challenge. Twenty bins have been used for curbside pick up. Interlibrary loans have been reinstated, although is taking longer as books will need to be quarantined when they come into the library.
- Jessi speaks a bit about how she and other staff may be challenged with childcare in light of what the school year will bring. Jessi may try to take some leave days if she needs to. Jessi is optimistic about collaboration with the schools. Jessi reports that Ann Lattinville was asked to sit on a committee with the schools that focus on diversity and inclusivity.
- Jessi offers to have trustees tour the building prior to reopening if we would like.
- Trustees suggest that perhaps Jessi ask to reconsider the occupancy limit number. Jessi did do this and suggested 40 which was rejected by the Town Administrator who asked Jessi to resubmit a new number.
 - Next meeting date—August 17th at 4:00.
 - Adjourn at 4:50.