

Scituate Town Library Board of Trustees' Meeting Minutes

Monday, June 29, 2020, 4:00 PM

Scituate Town Library – Video/Call-in Meeting

Present on video call: Jessi Finnie, Elizabeth Holthaus, Chris Mirarchi, Kevin Carleton, Sheila Kukstis, Pat Murphy, Carol Sullivan Hanley; Ginny Ayers- representing the Scituate Foundation

- After some technical difficulties with GoToMeeting, the meeting was called to order at 4:18.
- Approval of May 27 minutes - minutes approved
- Foundation update- Ginny speaks about the great loss of John Koulopoulos. Requests were made to make donations in his name to the Foundation. Thirty-six donors contributed for close to \$5000. Foundation is looking for ways to memorialize John. The meeting on June 17th will count for a June and July meeting. The Foundation is looking at ways to have the public donate in an easier platform than the website (Squarespace). The Foundation is looking to update the website to make it more user friendly. The Foundation is down a few members, and while looking for new members may look for members that are tech savvy. The Foundation is assessing specific needs of the library and the messaging around fundraising.
- Director's report
 - Building updates
 - There were no building updates per se. All of the building projects that were outstanding have been completed. A security upgrade previously approved for interior cameras and panic buttons will be installed. Public safety will be monitoring these cameras. Fiber cable is being run through all town buildings as well. These projects are outside of Jessi's scope but the trustees are being informed as they are happening in the building. The library staff will be looking at the facilities for needs related to COVID.
 - General Library News
 - FY20/21 Budget Update- There has been a cautious freeze on the budget. Spending was very conservative. There was about \$20,000 left at the end of the fiscal budget and permission has been given to spend this.
 - FY21/22 budget has passed with a few changes to library. A minimal reduction in requested materials budget. Reduction of Sunday hours through January 2021 was the bigger budgetary hit. Further cuts through the year may be requested. Continued caution with spending will be observed. There has been no loss of staffing positions.
 - COVID-19
 - All staff back in building 5/26- staff is working 4/5 time in the building and 1/5 remotely. This took a lot of planning in terms of workspaces. Jessi's concern is housing staff in other spaces e.g small conference rooms, study rooms, etc. Jessi is using Town

resources such as facilities and human resources to think this through. July 7th starts Phase 3 and Jessi is awaiting guidelines on this phase.

- Book drop reopening- this will probably be opening full time at the end of this week (July 3). Additional bins have been ordered to ensure that the returns can be handled.
- Curbside service- Jessi is hoping to expand the week of July 13th, opening curbside every day 10-3 and Tuesday and Thursday 10-6.
- Phase II Services- continuation of virtual, tech support, answering questions, collection development and reader advisory. Positive comments have been common. The one negative was a patron comment that they would like to have longer to pick up.
- Planning for Phase III- Jessi mentioned a study from the Institute of Museum and Library Services (IMLS). In the study items were examined to find out how long the COVID virus would last on book jackets, paperback and hardcover books and the inside of the books. Plastic book covers and inside the books are where the virus lasted longest (up to 3 days). This means that the majority of stacks need to stay closed. Jessi feels that it would be close to impossible to ensure safety of patrons. Jessi will propose to try to provide a solution - keep items only for holds and curbside. Jessi anticipates that some patrons may be unhappy. Jessi will try to form small browsable (several hundred) collections with a caveat to the patrons. This is proposed for August 1. Lots of furniture will need to be removed as well. There will be occupancy limits but Jessi would like to try to avoid time limits on patrons. Software will be used to count number of patrons. Jessi would like to require masks but needs to check on whether this can be done. There will be a quantity of masks, including children's masks, available. This will all be on the upper level and patrons will not be allowed on the lower level during this phase. Pat asked about whether you would then not use the square footage in the lower level in the calculation for the number of patrons allowed in at one time. Jessi says yes. Jessi also may propose senior hours. Bathrooms will remain open. Staff will wear masks all the time. Only virtual programming will be offered for the foreseeable future. Remote meetings are encouraged by the Town. Meeting rooms probably will not be able to be used anytime soon. Computers are also an area that Jessi and IT are working on to try to set up in-person reservations. Jessi will speak to Town about study tables and study rooms as meeting spaces. Plexiglass is already up. Jessi stated that patrons are looking for museum passes. Museums that are open are not honoring passes at this time. The Library of Things will be open for borrowing the week of July 13th.

- Miscellaneous

- Website-Library is working on a new website and it is coming along nicely. This may be completed in the month of July.
- *Wishtree* project- This is over on July 3rd. A couple of chapters have been read each day with guest readers. It has been a great collaboration with the schools. Jessi will reach out to new superintendent.

- Next meeting date—July 27
- Adjourn at 5:28 pm.