

Scituate Town Library Board of Trustees' Meeting

Monday, May 10, 2021, 4:00 PM

Scituate Town Library – Video/Call-in Meeting

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

- Meeting began at 4:01
- Roll Call taken
- Approval of minutes -Holthaus, Kukstis, Carleton,Murphy, Sullivan-Hanley and Mirarchi-Ayes. Nays- none.
- Foundation update - No update from Foundation.
- Director's report
 - Building Updates - No real update except that work is ongoing to identify to identify the source of the flooding issues

▪ General Library News

▪ COVID-19 - Next Phase of Service (VOTE) -The current phase of service includes browsable selections and appointments with Children's Room, computers, curbside pick-up and some virtual programs, etc. Limited hours and 72 hours quarantine have been in place. Per CDC guidelines, right now quarantine is reduced to 24 hours and may be eliminated by the summer. Kevin Carleton asks about curbside drop off.

Jessi is suggesting that by the summer months the following changes in services may be in place.:

- Opening at 10 on Tuesdays and Thursdays (now at 12).
- Eliminating the need for appointments in the Children's Room
- Still looking at maintaining an occupancy number.
- In person programming, weather dependent, as programming will need to be outside. The one thing that needs to be thought about is that children's programming make up most of the programming and currently children are not vaccinated. All programming will require registration.
- Lastly, the Foundation purchased umbrellas for outside. Camp chairs will be available for patrons to use to sit outside the library.

Restrictions that will stay in place- No patron use of study tables, study rooms or reading rooms and no meeting rooms. Jessi will continue to work with facilities and Board of Health.

A reminder that the staffing is still down three staff members. Interviews have just started and Jessi is hopeful that new people will be in place by the beginning of June.

Vote- Holthaus, Kukstis, Carleton,Murphy, Sullivan-Hanley and Mirarchi-Ayes.Nays- none.

Karen Canfield lets the trustees know that the Select Board has three internship positions opening this year.

Update on neighboring libraries - Hingham is opening June 1. Cohasset is also moving away from only appointments, as is Marshfield. Norwell has moved into its new space but is not opened to the public yet.

- Local History Room Policy (VOTE) - Holthaus, Kukstis, Carleton,Murphy, Sullivan-Hanley and Mirarchi-Ayes.Nays- none.

- New copier/printer solution (thanks to Council on Aging) - The copier has been leased for a long time from the same company. The current machine is not very user -friendly. There will be a transition to a copier, not leased, but owned by the library. Money will be able to loaded on an account for patrons' use of the copier/printer. The printer was donated to the library by the Council on Aging.
- Thoreau's Waye was approved at Town Meeting. This process will take a bit of time to be completed. There are many pieces that will need to be in place. Both Town and Library staff will be involved. The project will most likely not begin until the Fall.
- Town Department-wide DEI survey- this was completed by the library with all that the library has done being reflected in the survey.
 - Approaching end of FY21—Budget update -Jessi feels that the Library is in good shape. Jessi anticipates a reduction in electricity cost.
 - Collection Budget - the percentage that needs to be spent has been waived but Jessi has no doubt the funds will be expended to ins=crease collections.
- ALA Grant, "Transforming Communities"
 - Funding received -\$3000 check has been received. This grant will allow community-wide conversations around climate change.
- Library Technician openings (1 full time, 2 part time)- Interviews have begun. Applicants have been whittled down to 20 and second interview candidates perhaps next week.
- Summer Reading Kick-Off - Jessi will be meeting this week with Children's and Teen staff about the Kick-Off.
- Summer programming -see information in COVID update above
- Incident Reports
 - A couple of weeks back, a patron came in and was shouting at the front desk. Jessi asked the patron if she could help. The patron said no and Jessi reminded the patron that calm voices and respectful interactions are expected. Jessi is thinking through identifying phrases that may signal that support is needed or that police may need to be called.
 - Expensive pieces of equipment that were lent out (chromebooks) have not been returned and unfortunately the police have needed to be involved.
 - Pat asked about update on Farmers' Market this year- Jessi will have that conversation with them if they would like to .
- Next meeting date: June 14, 2021
- Propose skipping July meeting (next meeting would be August 9, 2021- Trustees agree.
- Adjourn at 4:58-.Holthaus, Kukstis, Carleton, Murphy, Sullivan-Hanley and Mirarchi-Ayes. Nays- none.