

Scituate Town Library Board of Trustees' Meeting

Wednesday, May 27, 2020, 4:00 PM

Scituate Town Library – Video/Call-in Meeting

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

Meeting called to order at 4:07 pm

- Approval of minutes- March 9 minutes approved subject to any subsequent minor corrections
- Foundation update - Very little to update. The Foundation chose not to do a Spring mailing and are regrouping and working to clean up the website. The Foundation will be pursuing checking in with the signage company. Ginny mentioned an MBLC online meeting that she attended that gave distinctions between Friends and Foundation fundraising. The Foundation will be reflecting on what the needs of the library are. The Hamilton Foundation donation application will be put off to the next quarter.
- Director's report
 - Building updates
 - Sidewalk—no update reported
 - General Library News
 - FY20/21 Budget Update- No real news. Departments have been asked to curb their spending and spend conservatively. Some orders do roll in but many items are not ordered. More spent on e-resource e.g. increasing 20 downloads of Hoopla per month. Much uncertainty exists, but the budget being impacted is probably a certainty. No staff has been let go or furloughed. There is no new budget since there has been no Town Meeting. If there is no Town Meeting scheduled in the next months, the Town Manager can spend on a 1/12 budget amount each month. Jessi reported that the Town is in a good fiscal position, especially since Scituate does not rely as heavily on a commercial tax base as other towns may. Different options for a Town Meeting are being considered.
 - LSTA Grant- Jessi withdrew the library from this because this grant is an intensive in-person grant. This was a \$10,000 grant. Jessi hopes to reapply when things open up again.
 - COVID-19
 - Closing/reopening updates:
 - Staff back in building 5/26- This was the first week staff has been coming back officially. The Town would like staff to be coming back. Jessi comes in every morning to talk to staff and give out PPE, assign desks that are spaced out at a safe distance and assign computers to those who are coming in. There are 3-4 people

coming in each day for about seven hours a week. Jessi will need guidance from the Town on how to have staff be distanced and safe when they are back.

- Book drop reopening>Returns will be accepted during the curbside pickup hours and on Saturday and Sunday for the interior book drop.
- Curbside pickup- Jessi is hoping to start this next week. First will be for those who currently have holds. These will be bagged with handles on tables in the lobby from 10-3, Tuesday, Thursday and Saturday. Next week it will be just Thursday and Saturday. The week after patrons hopefully will be able to place new holds. There will be no physical contact with patrons. If there is a mobility issue, the patron will need to contact the library ahead of time. This will be a work in progress as staff does this and evaluates how it works and what may need to be refined. This will be local library loans only. All curbside pickups will already be checked out.
- Quarantining items will be high priority. Jessi has ordered big bins for returns. The bins will be dated and quarantined for 72 hours and then will be returned.
- People may need help picking out items; staff will be happy to help select items for readers.
- When there is a plan, Jessi is going to ask SCTV to come in and film Jessi modeling going through the process.
- Questions have arisen about the parking lot and Jessi would like to use next week as a test run and adjust protocol if needed. The library has a YouTube channel and has posted instructional content on that.
- Miscellaneous
 - Website- The library has been moving forward on the website. It will be a subset of the Town's website. It is less expensive and will include all the functionality, if not all the bells and whistles. One mock up has been done so far. Jessi will send the Trustees a copy when it is more refined.
 - *Wishtree* project- The Library has been working with SPS on a group community read aloud of chapters from this book. This is all the elementary schools reading the same book. Some activities are hoped to be planned that will be done alongside the reading. Anne and Kate have been working alongside the schools to support the schools.
 - Elizabeth asks about how the selectman are meeting during this time and also asks if there is anything that the Trustees can do to support Jessi and the Library during this time. Jessi asks that we

communicate and ask everyone for patience. Jessi also asks us to pass on any feedback that we hear about the launching.

- There is a study being conducted with OCLC and a laboratory that is testing how long the virus lives on different surfaces. The results come out in the middle of June. The time identified will help with how long items will need to be quarantined.
- Next meeting date—This will be tentatively scheduled for the week of June 22nd. Jessi will follow up with potential times and dates.
- Adjourn at 5:00 pm.