

Scituate Town Library Board of Trustees' Meeting

Monday, August 17, 2020, 4:00 PM

Scituate Town Library – Video/Call-in Meeting

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

- Meeting began at 4:03
- Approval of minutes- minutes approved
- Foundation update - Jessi reports that the Foundation funded a number of requested items that are COVID related, such as shade umbrellas for the tables outside in the lower level, Chromebooks and wifi hotspots for the Library of Things. Jessi is very pleased with this funding. There are three openings on the Foundation. Ginny will be forwarding a resume for consideration for one of the openings. The Foundation did submit a grant application to the Hamilton Group.
- BOS update- Karen reminds everyone that tomorrow is the centennial of the women's right to vote. Karen asks about whether the library has any information posted about voting. Jessi says not yet but is open to posting information.
- Director's report
 - Building updates
 - Safety upgrades- Still have some work being done with security cameras and panic buttons. There will be staff training once these are installed.
 - Exterior furniture- Thanks to Foundation for the new exterior furniture.
 - General Library News
 - COVID-19
 - Reopening-The library is open for 42 hours of 64 hours a week. Seven hours every day for six days. There are 160-200 visits a day. On an average day, the library is seeing about half of the hourly traffic that is usually seen. It feels comfortable to Jessi. Jessi put out a poll to staff after the first week and was pleasantly surprised. "So far, so good." The staff are seeing patrons from other libraries that are closed. Jessi is considering sending feedback to the state agencies that oversee the libraries on the inequity of one library opened as opposed to more in the area. Computer assistance remains a challenge and there are concerns as it is not appropriate right now for staff to do the computer hands on work and must guide patrons instead of staff doing it physically themselves. Jessi appreciates that town employees supported the opening. Jessi would like the trustees support in making a statement that the library will stay in this pattern (unless there is a change to reduce hours and services because of increased COVID

risk) until January. Jessi would prefer not to implement another change both for staff and patrons. It would be a relief for everyone to remain at this level until January. Karen brings up the issue of school reopening plans and whether this may cause an uptick in student use. Jessi feels that the staff would not be comfortable with others hanging around inside but while it is still good weather hanging outside is encouraged. Jessi is confident of working closely with the school district this year. She has already been thinking about the increase of homeschoolers and is talking to Children's and Teen's librarians to increase the virtual events. Jessi does not feel the library is the solution to address the homeschool need. There have been some people coming in without masks. The town supports that the library staff does not need to service anyone without a mask, even with a medical excuse. The library has an accommodation in curbside pickup to address this. The Children's Room is all about the books with no toys, etc. Maximum capacity has been adjusted from 90 to 60 total in the library (staff and patrons). All efforts are being made to help connect patrons. Teens and Children's crafts were very popular. This will be started again after taking a break in September.

- Changes to Curbside- Rebranding curbside to "grab and go". There is a doorbell for anyone who is uncomfortable coming in the library.
- Planning for resiliency - Laptops and hotspots are being purchased for Library of Things with a donation from the Foundation. Printing can be done remotely for patrons. A couple of these will be held to be checked out just to the lawn or patio but left in the library.
- ARIS- This is a state report that is submitted every year. It has been extended until October. Flexibility will need to be thought through as many requirements may not be met because of closing and reduced hours, etc.
- Kristina G., temporary position change- This is an upgrade to her position while the circulation manager is out.
- Summer Reading- Ann and Kate did a great job with the program that was well attended. Jessi is grateful for their work on this.
- Miscellaneous
 - Website-Staff is happy with the new website. This is a subpage of the town's site. Jessi feels that the old site will be morphed into the new site in the next few weeks.
 - Partial leave-Jessi is requesting to do 21 hours in person; every Saturday, one evening shift and one day. Jessi will request seven hours from home, use some sick time (before December) from the

CARES Act. Once this is approved, Jessi will send out her schedule.

- Jessi wants to give a shout out to all the hard work all the staff did. Patrons have been very positive and complimentary.
- Next meeting date—September 14, 2020; 6:00 pm
- Adjourn at 4:58 pm.