

Sharon Public Library Board of Trustees
Regular Session
May 19, 2021

Attendance:

Trustees: Cheryl Weinstein, Geoff Gerrietts, Wendy MacArthur, Sarah Windman, Cheryl Rosenfeld, Carolyn Weeks

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:04 by Cheryl Weinstein

Cheryl W. read the remote script.

MOTION: Sarah moved and Carolyn seconded to enter into Executive session pursuant to Mass General Laws Chapter 30A section 21(a)(3) to discuss strategy regarding litigation concerning the zoning appeal for the new library at 1 School Street because holding a discussion on this matter in open session would be detrimental to the public interest and would have a detrimental effect on the Trustee's litigation position after which time we will resume in open session. The motion carried unanimously.

Motion to approve the minutes of April 21. Sarah moved and Carolyn seconded.
Passed unanimously.

Treasurer

- Eastern Bank \$971.37 Century \$1,940.31

Budget

- Spending money for technology. With the reopening Lee Ann wants to purchase a new desk for the new children's librarian, out of her building and grounds funds.

Foundation

- No report

Friends

- Book bins closing at the end of June.

Sharon Diversity Issues/Library Programming

- Issues were discussed around the topic.

Motion that we give each permanent part time and full time staff member a \$25 amazon card in appreciation for their support during the covid crisis. And an appreciation day on November 13th. . Wendy moved and Carolyn seconded. Passed unanimously

Board Elections

- Elections were held:
 - Chair - Cheryl Weinstein
 - Vice Chair - Carolyn Weeks
 - Secretary - Cheryl Rosenfeld
 - Treasurer - Wendy MacArthur

Carolyn moved the above positions. Sarah seconded. Passed unanimously.

Board Projects

- Naming process Documents will be worked on.

Other issues:

- Research on removing fines and the ramifications of such.
- What our next steps are for getting ready for the new library.

Director's Report

Sharon Public Library – Director's Report
May 19, 2021

MBLC Construction Monthly Report: The April report has been completed and submitted to the MBLC. I will submit it once I receive the Finance Director's financial report.

Fall Book Sale Request: The Friends of the Library would like to hold their book sale this fall. Due to current distancing and mask regulations that may or may not be lessened, it may be better to close the library for a Friday and Saturday so that they can spread out and maintain safe distancing. The funds earned by the Friends fund most of our library programming and many of the craft supplies that we use. Their book sale usually runs from Thursday evening for the vendors through Sunday each year in the Spring.

This year the Friends request the following:

- Book Collection: Monday, October 25 through Tuesday, November 9 in the Community Room at the Library
- Thursday, November 11 (Veteran's Day): The library is closed for the holiday. To be used for book sale setup.
- Friday, November 12th— close
- Saturday, November 13th— close
- Sunday (the library is closed) open for book sale only.

The Friends plan to end their contract for the book bins by the end of June 2021 so that folks can save their items for the potential book sale this fall with Trustee approval.

My plan for the staff on Friday, November 12th is to coordinate three Zoom training sessions as a professional development day. Then those staff who are scheduled to work on that Saturday would have it off and the day would be treated as a snow day, affecting only those that are scheduled.

Motion to approve the closing of the library for November 12 and 13 for the friends book sale. November 12 will be used for a staff development day. Sarah moved Carolyn seconded. Passed unanimously.

Motion to hire Gary Kamp to provide security during the book sale. Sarah moved Carolyn seconded. Passed unanimously.

Library uses to date: The daily average for attendees to the library is 130.

Covid/Quarantine Restrictions change:

- Governor Baker announced on Monday, May 17th that the mask and distancing mandate will end as of May 29th with the following exceptions:
 - Face coverings will still be mandatory for all individuals on public and private transportation systems (including rideshares, livery, taxi, ferries, MBTA, Commuter Rail and transportation stations), in healthcare facilities and in other settings hosting vulnerable populations, such as congregate care settings.
- Congregate settings are crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums.
- Close contact is defined as:

- being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case or
- having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

*<https://www.mass.gov/news/baker-polito-administration-to-lift-covid-restrictions-may-29-state-to-meet-vaccination-goal-by-beginning-of-june>

- According to the MBLC and COSTEP (Emergency Management Service), the quarantining requirement ended as of the beginning of May, and the Library specific sector guidelines have been dropped as of April 30, 2021.
- The State of Emergency ends June 15th

Message from the MBLC/MLS reopening team regarding Governor Baker's Covid changes:

Sarah Sogigian via mblc.state.ma.us 2:16 PM (7 minutes ago)
to mls-announcements@mblc.state.ma.us, allregions@mlin.lib.ma.us,
MSLAMembers@groups.io

Dear MA Library Community,

As you may have heard, Governor Baker hosted a news conference this morning and shared some significant changes coming to MA. Please read the Press Release for full information.

The big news:

As of May 29, 2021, most industry restrictions and capacity limits will be rescinded.
As of May 29, 2021, the mask covering will be rescinded for vaccinated people.

There will still be some excluded industries including schools, public and private transit, health care facilities, and nursing homes. The State of Emergency will expire on June 15, 2021. While many see this news as promising steps toward ending the pandemic, we know you may also feel anxious, especially our public facing staff. Please reach out

to your local boards of health for guidance on how to prepare your library and staff for this next phase.

Motion to stop all quarantine of library materials as of June 1. Sarah moved and Wendy seconded. Passed unanimously.

Facilities Update:

Masonry work: The ramp knee wall, railing wall, and sidewalk areas have been repaired by Joseph Barucci & Sons from Canton. The cost for all repairs is \$5,300.

A railing will be installed on top of the knee wall at the lower level ramp. The work will begin within a few weeks by Citiworks, Corp. and the cost is \$2,788

Remaining Camera Replacements: While we have the funds to do so, we will replace the remaining 7 cameras and install one additional in the children's biography section, the cost will be \$3,493.00.

Computer Update:

I have been able to replace staff use laptops with new upgraded versions and associated software. The older laptops will be re-conditioned for patron use within the library. I have also been able to purchase 5 MAC Book Pro laptops. They will be used for instructional purposes, video editing, and podcasting programs by staff as part of our state aid requirement.

Staffing Update:

We have offered the position to two librarians, both of whom had an academic library background and neither of them accepted the position. We have further interviews and expect to decide in May. Jay Oliver has been interviewed and accepted the position to start on June 14. He did the best interview of all candidates that were interviewed.

Programming update:

The professional staff has planned two additional programs each to occur before the end of this fiscal year, paid for through our contracted services line. This will help to offset the lack of funds available through the Friends of the Library. The remaining Friends funds will be used for summer/early fall programs and supplies.

Library on Wheels:

The Circulation Supervisor who oversees the Library on Wheels service plans to start up the service as of June 1. She has called her contacts including the delivery driver to see how everyone feels and she received a resounding yes.

Friends of the Library Policy:

Request that any memorandum of understanding/library policy be tabled until Carolyn and I can meet with the Chair of the Friends with a focus on the new library.

Next meeting: June 16, 2021

Respectfully Submitted: Lee Ann Amend, Library Director

Motion: to adjourn meeting at 9:14. By consensus we are adjourned.

Respectfully submitted by,
Sarah Windman