

Sharon Public Library Board of Trustees
Regular Session
October 21, 2020

Attendance:

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

Library Staff: Lee Ann Amend (Library Director)

Guest: Gordon Gladstone, Ira Miller, Sarah Graff

The meeting was called to order at 7:00 by Cheryl Weinstein

Motion to approve the minutes from 9/16 and 10/7 by Sarah Carolyn seconded.

Treasurer

- Eastern bank \$971.37 Municipal trust account \$1,937.22.

Budget

- Everything looks good.

Friends

- Annual meeting. I also report that the Friends' meeting was very interesting .That Kate and Veronica did a great job. Tiny Cassidy was great and that it was just too bad more people didn't attend!

Director's Report as submitted

- Financial and Compliance Reports: Both reports are completed and submitted to the MBLC. We will qualify for state aid.
- MBLC Construction Monthly Report: The August report has been completed and submitted to the MBLC. I have completed the September report and will submit once I receive the Finance Director's financial report.
- Custodial Update: Gary continues the deep cleaning regimen of the library including extra vacuuming and daily spraying with the electrostatic sprayer. A plexiglass barrier was requested by the Youth Services Librarian. DPW made the barrier similar to those at the other desks. She is not satisfied with this barrier so I will be purchasing vinyl sheeting to close in the areas that make her feel uncomfortable.

- Library use at Phase 3: We are still averaging around 100-120 per day.
- Evening Close Request: The library has had few patrons in the building from 6:00-8:00 PM for several weeks and with the uptick in Covid cases in Sharon, and staff concerns, I recommend that we close the library at 6:00 PM until the end of February when we can reassess for Phase 4. If there is an outbreak during this time, we can reassess the situation and move to curbside pickup only with library closure. Vote

Motion: To approve Lee Ann's request for the ability to close at 6:00 on T, W, R until the end of February. Wendy moved and Carolyn seconded. Motion carried unanimously.

- Water Heater Repairs: Richard Bros. Electric has been called in to repair the switch in the water heater. The heater has been tripping off. An electrical short is suspected to be the issue. Repairs will occur this week.
- Staff Development Day: The library will be closed this Friday, October 23rd for our annual Staff Development Day.
- Staff Evaluations: I have requested from the SEIU union if I can use a self-evaluation form for this past and current year. (Required by the Union contract). The self-evaluations give staff the opportunity to describe their accomplishments before, and throughout the pandemic. Some accomplishments during quarantine may not be known to their supervisors which can be documented on this form. It also provides a vehicle by which staff can describe how they were able to establish a plan to begin and operate the curbside pickup service and browsing services. Staff had to move everything to remote support including issuing temporary library cards, and still keep up with the incredible number of interlibrary loan items we receive daily. Other questions include job performance, job satisfaction and recommendations for their own departments going forward.
- Library Openings: More and more libraries are opening and expanding their shortened hours. Canton and Stoughton are now open to in-person and curbside pickup. Milton is expanding their hours open from 30 minutes to 1 hour and will be opened on Saturday and Sunday and Randolph is open for 2 hours in-person time. Other libraries have reduced hours and not allowing in-person use such as Avon.

Library Services

- We recommend that the trustees have Lee Ann look at staffing positions to make sure we are ready with the staff for the new buildings. Particularly focusing on overlaps, changes and shortages.

- Motion to allow Lee Ann to review staffing. Sarah moved. Carolyn seconded. Passed unanimously

Treasurer Election

- Carolyn discussed the role of the treasurer and the necessary changes they need to do at the bank and what the role is responsible for..
- Wendy offers to be treasurer. Cheryl W moved and Carolyn seconded to elect Wendy as treasurer. Motion carried unanimously.

MOTION: Move into executive session for an update on strategy with respect to litigation as an open meeting may have a detrimental effect on the litigating position of the Trustees and Foundation and the chair so declares to conclude the meeting at the end of the session. Geoff moved Sarah seconded. Passed unanimously.

Action Items Update

- Cheryl W. check with tech on town wide email.
- Sarah review fed aid request. This was completed with lots of help from Cheryl R. Thanks.

Action Items Summary (new items)

Next meeting - November 18, 2020

Respectfully submitted,

Sarah Windman