

Sharon Public Library Board of Trustees
Regular Session
November 18, 2020

Attendance:

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

Library Staff: Lee Ann Amend (Library Director)

Guest:

The meeting was called to order at 7:03 by Cheryl Weinstein

Motion to approve the minutes from 10/21 (as amended), 10/28 and 11/12 by Carolyn and Cheryl R seconded. Passed unanimously.

Treasurer

- Eastern bank \$971.37 Municipal trust account \$1,937.81

Budget

- \$52,000 in state aid. Looks good. We are under budget at this point towards our annual budget. We are hoping to get more state aid.

Friends

- Program where a lady is portraying Deborah Sampson is tomorrow night. She has done things in Sharon before. We still have the bins at Shaws.

Foundation

- Contacted our two largest donors. We colored another book on the donations board that stands in front of the library. We need to raise \$33,000 until we can paint in the next book. Books are different amounts of money so it isn't easy for people who are looking at the amount of donations that the Foundation has raised just looking at the donation board.

Director's Report as submitted

- We got a wonderful note from a patrian who was very happy with all the things the library is doing.

MOTION: Library director can use up to \$5000 of state aid for programming and supplies at her discretion. Sarah moved and Carolyn seconded. Passed unanimously.

Facebook will be put off until Wendy is available. When we have updates we can update on Sharon what's up and Everything Sharon. People who know how to post to social media are encouraged to.

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. Carolyn moved Sarah seconded. Passed unanimously.

Action Items Update

Action Items Summary (new items)

Sharon Public Library – Director's Report November 18, 2020

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

Library Budget: Have been completed and submitted on October 29th and does not include union contract COLA figures as requested by the Finance Director and Town Administrator.

Action Plans for FY22: Have been completed and submitted to the MBLC. Library use at Phase 3: We are still averaging around 100-120 per day

Evening Closure Approvals: Following Covid restrictions and original staff requests to reduce the hours open during the evening, the Trustees approved a change in evening open hours based on actual attendance figures. The Trustees agreed to give the Director latitude to determine the best course of action in a discussion with the staff and union. This was discussed at the Staff Development Day on October 23rd. Attendance is taken every day to maintain appropriate gathering levels within the library as determined by the State. Numbers show that since the Covid pandemic, the majority of patrons use the library during the day up to 6:00 PM. The only evening that there is more attendance is Tuesday when group homes come to the library. Staff and Union members agreed to keep the library open on Tuesday evenings and to close at 6:00 PM on Wednesday and Thursday evenings until the end of February or until re-evaluated. The Union responded in writing on October 28th to approve, as long as staff could be worked into the daily schedule and wouldn't lose hours. This was accomplished and the new hours began November 9th.

AC Filter Replacement: DPW made arrangements for all municipal buildings to have filters replaced. This was completed on Friday, November 6th.

Staff Evaluations: Have been completed.

Head of Youth Services Resignation: As you know our Head of Youth Services Librarian has resigned as of November 13th. After a review of the job descriptions, working conditions, and potential candidates, the position will be replaced with a Youth Services Librarian - Children's Services. Per union rules for in-house postings, there have been no internal applicants.

Friends Funding for Museum Passes and Programs: The Friends cut back half of the Museum passes they usually fund. They will fund 8 passes for this coming year. They have also voted to give us a total of \$2,000 for programming and supplies for youth and adult programming instead of our usual 10-12K funding. State aid may need to be used to supplement programming and supplies. I have the Adult Services Department working on the Cares Act funding request to help supplement adult program funds. I am requesting \$5,000 from State Aid to be used for my Community/Veteran's programs and Children's programming and supplies. Vote

Next meeting - December 16, 2020

Respectfully submitted,

Sarah Windman