

Sharon Public Library Board of Trustees
Regular Session
December 16, 2020

Attendance:

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

Library Staff: Lee Ann Amend (Library Director)

Guests: Sarah Graff, Ira Miller, Chuck Goodman, Gordon Gladstone, Judy Bookbinder, Mike Berkley

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

Approve Minutes from 11/18. Carolyn moved and Sarah seconded. Passed with 5 approved and one objection

Treasurer

- Century Bank \$1,937.81 Eastern Bank \$971.37

Budget

- Cheryl suggests that we send a letter for Fin Com thanking them for the letters they wrote. We discussed if there was another board and we didn't think so. The trustees agreed.
- We all think the budget looks good.

Friends

- We have a new member. The book bins are going well.

Foundation

- Nothing is happening.

Library project

- Two lawyers met. Judge wanted to see why one department needs to sue another department. Brian was very adamant about why we had to. Dick said that he wants documents that the town had approved. We are in discovery and will last at the latest March. By the end of January both parties have to talk about whether they can come to an agreement.
- Discussion about the money that is being spent on this project.
- Continue to delay and spend money.

Library Services

- Director review. No comments. It was really well done.
- Sarah was impressed with the review. Wendy thinks that Lee Ann has done an exceptional job. This was her exceptional year. Other libraries are coming to Sharon to see how to deal with the issues associated with the pandemic. Lee Ann opened our library first and then went to other libraries to help them. She is amazing and way above and beyond what she does.

Social Media

- Last month we discussed posting on What's up. And Everything Sharon. Cheryl R will post on Everything Sharon. Wendy does not think we can wait a month to respond to social media. Responding can not wait until the next meeting. Cheryl W. stated what the trustees agreed to last month. The trustees are not going to respond to questions on social media. We are only posting what we agree to and have vetted. Wendy feels we need to make immediate responses to questions about the new library. Wendy is going to post as an individual. She says her voice is being controlled and she wants to respond to questions that she is receiving. She stated how social media works, responses need to be within a day or two. She feels we need to respond to each individual on a timely basis. Cheryl R thinks we need to be very careful what we say on social media because of our litigation. We should ask Brian what we can do. Cheryl W said that Brian doesn't think we should put much on social media. Wendy deleted the facebook page. Wendy thinks Cheryl W is controlling the verbiage and that she shouldn't be allowed to ask trustees not to post. Others did not agree that Cheryl W is doing this.
- Carolyn thinks we have to be very careful what we say. We could be in trouble with the court if we say the wrong things. Our personal emails can be requested by the courts.
- Lee Ann has agreed to have the library post to the library facebook page.
- It is possible to have library page post to Sharon What's up and Everything Sharon.

Policy Discussions

- Diversity and inclusion policies and social media policies.
- Wendy has an issue with policies in general. She thinks we should review all our policies on an annual basis. We should look at the policies to see if it has merits and to see if we have current policies that are outdated and can be updated with the new suggested policies. Lee Ann and Cheryl W. explained that this is what we have been doing since Lee Ann started.
- Cheryl W wanted to make sure that people had received the policies.
- Other libraries have these policies.
- We took a few minutes to review these policies for discussions.
- Diversity and inclusion - regardless of the name of the program, it is open to all the patrons of the library. If the program is being held at the library, no matter what the name is, it is open to the public.

- Lee Ann wants to have this policy approved because of current programs that are being questioned because of the name of a program.
- Posting and distribution - friends asked us to post something that didn't involve the library. Friends shouldn't request us to post unless it directly affects the library.
- Wendy found lots of things that are on the library site that is for things that the library uses but is not directly affecting our library.
- Cheryl R says that if the program is being held by the library or is being used by the library it is ok. If an organization has special interests this policy needs to address this.
- Programming information should be posted.
- Wendy thinks that Lee Ann can make the decision if something benefits the library should be posted.
- There are both Foundation and Friends, Wendy wanted to know who is overseeing these organizations and thought the trustees should. Cheryl W. explained they are 501(c) (3)'s and independent organizations. Trustees cannot oversee them, but we work with them.
- The library does not censor what is posted on the community board.

MOTION: Allow the program Girls who Code to continue as stated. Wendy motioned and Carolyn seconded. Passed unanimously

MOTION:

Meeting adjourned at 9:02 motioned by Sarah and seconded by Carolyn passed unanimously

Action Items Update

Action Items Summary (new items)

We will all review the policies and come back next month.

Director's report:

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

MBLC Update Regarding State Aid: As most of you know, we have to meet some fairly strict requirements from the Massachusetts Board of Library Commissioners each year in order to remain certified as a public library and to receive State Aid. We were just notified that the MBLC will accept a lower spending requirement on Library Materials for those libraries who are having trouble meeting their obligations. We are not one of those libraries. They will also give us leeway with regard to evening and weekend open hour requirements. We will be able to comply.

Library use at Phase 3: We are now averaging around 90-100 per day with the uptick in Covid. Patrons are not spending as much time browsing as they did.

Water Damage: During the heavy rainstorm on Saturday/Sunday, December 5-6, water came through the basement wall behind the lower floor circulation desk. The water spread about 5 feet in diameter. The custodian set up the blowers and the carpet dried. Leaks were also found on the inside of the Community Room Windows which came through the upper floor window in the Administrative Assistant's office. We also found that 60 books were wet and damaged in the Young Adult collection along the North Main and High Street sides. A notification was made to the Facilities Supervisor at DPW. The custodian and I installed plastic sheeting above the shelving to protect other materials.

Insurance Report:

Policy Holder: Town of Sharon

Risk Control Consultant: Bob Marinelli

Date: December 8, 2020

Recommendations to Policy Holder:

Rec 1 (2020-01)

Implement a quarterly roof inspection program that includes clearing of drains.

(This is already being done by DPW on a quarterly basis).

Rec 2 (2020-02)

Repair sheetrock on ceilings and walls that may have been removed during renovations. **(The custodian and I are waiting on the insurance company to clarify this). The only missing wall piece is a 10" x 10" square in the Technical Services office that the structural engineer uses to check on the status of the supporting lally column. All other water-soaked walls were replaced as part of the previous floods.**

Rec 3 (2020-03)

Replace drain at the main entrance with a higher capacity system.

(This will require DPW engineering and Capital Funds to do this work).

Rec 4 (2020-04)

Improve housekeeping in the mechanical room.

(This has been completed. The custodian moved the stackable chairs out of the mechanical room)

Rec 5 (2020-05)

Utilize sandbags to supplement the fabric barrier at the main entrance.

(This has been completed. The custodian filled our supply of sandbags and placed them at the lower level entryway)

Staff Changes: Our new Youth Services Librarian, Mary Claire O'Donnell started on the 7th of December. She will be organizing, coordinating, and planning library services for our youngest patrons and their families. She comes to us from the Chicago Public Library and hometown of

Weymouth, MA. We are very pleased to welcome Mary Claire. Side note: Mary Claire is the author of a children's book called, "Bunnies Do Not Box". We were also notified that one of our full-time Library Assistants will be moving to Virginia.

Custodial Update: Our custodial position will be covered by the DPW budget as it is now for this year and throughout 2022. Once Gary retires, DPW will assign another part-time (20 hours) custodian to take over the cleaning, room set up, and other duties as needed. We will share this person with DPW as we always did before Gary was re-assigned to the library full-time.

Next meeting - January 11, 2021

Respectfully submitted,

Sarah Windman