

Sharon Public Library Board of Trustees  
Regular Session  
February 24, 2021

**Attendance:**

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

Library Staff: Lee Ann Amend (Library Director)

Guest: Mike Berkley

The meeting was called to order at 7:02 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 1/27. Sarah moved and Carolyn seconded. Passed unanimously.

**Treasurer**

- Eastern Bank \$971.37 Century \$1,938.35

**Budget**

- Everything is in alignment.

**Foundation**

- Bob brought in about \$5,000 enough to have a naming.
- Lady who is donating \$100,000 still is.
- Mike asked the balance of donation \$265,000 is the total that we have committed so far.

**Friends**

- We gave prizes for staycation. Book bins. Don't know how much we raised from bake sale. We want to do bigger and better things.

**Director's Report**

Sharon Public Library – Director's Report

February 24, 2021 MBLC Construction Monthly Report: The December report has been completed and submitted to the MBLC. The Finance Director was not able to report the interest on the funds for two weeks longer than was requested by the MBLC as the funds had not been posted in time. I have completed the January report and will submit it once I receive the Finance Director's financial report. FY2021 State Aid to Public Libraries Initial Awards

We have received the first of two awards from the MBLC in the following amounts:

Library Incentive Grant (LIG) = \$8,752.37

Municipal Equalization Grant (MEG) = \$3,885.11

Nonresident Circulation Offset (NRC) = \$1,709.73

Total Award 1<sup>st</sup> half = \$14,347.21

Library uses to date: We are averaging around 110-140 per day now that we have moved back to the 1-hour time limit in the building. Return to full hours: As of March 1<sup>st</sup>, the library will return to full-time evening hours from Tuesday through Thursday until 8:00 PM.

Facilities Update: The handicapped access bar and toggle at the lower-level entryway had to be replaced. Ace hardware completed the job on Tuesday, February 16, 2021. I have not yet received the bill. The Roof drains were cleaned and inspected on February 16<sup>th</sup> by DPW as part of the insurance company requirement. Union Contract: The SEIU union contract was approved except for the salary percentage. A reopener was requested by the union. The Town Administrator is still working on salary negotiations with the Union Steward.

Budget Update: The library budget for FY22 was updated with the increases for the Director and Assistant Director following Trustee and MP contract negotiations. An offer to SEIU included a 1.5% increase for FY22 and I haven't heard back from the Town Administrator as to whether this was accepted by the union. The change in MAR and Library Materials line to qualify for state aid was added to the budget. I have increased the Library Materials Line by \$10,000 to make up for the loss of revenue that the Friends and network have undergone this past year. I have always worked to keep Library Materials budget in line with additional funds that can contribute to our state aid requirement. Unfortunately, due to Covid, the increase is necessary. I met with the

Finance Committee on Monday, February 22<sup>nd</sup> to review my FY22 budget and also went over the PowerPoint state aid tutorial that I created for their benefit. Resumption of full-time evening hours: Following Trustee approval back in December, the library will resume full evening hours as of March 1<sup>st</sup>. This is in line with a memo from the Town Administrator asking that all departments move to full-time service, however, Town Hall will continue to close early on Thursdays instead of opening until 8:00 PM. The library will maintain the in-library population percentage of 25% as set by the Governor with 1-hour limits. All safety protocols remain in place.

Staffing Update: As we move to full open hours and an increase of attendance as well as programs, it has become necessary to fill the open positions that were left vacant. The hours from the Library Assistant that moved from full to part-time were split and made available to existing part-time staff (following union rules). The Technical Services Assistant has moved from 30 to 37.5 hours and will be available to help cover the desk when needed where holes currently exist. After he completes more of his Archival training and original cataloging, he will be in line to take over the responsibilities of the Local History Room. Other hours were made available to one other part-time staff member who currently works between 27 and 29 hours a week. The available hours would move her to a full-time position. She is currently working out her schedule with the Circulation Supervisor. This leaves one more full-time position that has been posted in-house as required by the union contract. There is interest in this position by a few of our substitutes. Once filled, this position will begin either mid-March or the beginning of April.

Programming update: The professional staff have planned programming for school vacation week and beyond via Zoom with the available funds given to them by the Friends of the Library. Programming also continues via videotaping and Youtube programming to conform to the LSTA Grant requirements for our Sewing for Diversity Grant. Most libraries are not moving to in-person programming for several more months and will re-evaluate this summer. Concerns include the super spreading variants of the virus and slow vaccine rollout for most people.

Meeting Room Use update: As with in-person programming, meeting room use is also on hold by most libraries to be re-evaluated in the summer. Memorial Gifts for Mortimer Kaufman: As of this date, we have received \$790.00 for the Sharon Public Library. None of these checks were made out for the foundation. There was one check made out to the Friends of the Library but I don't know the amount. The donations have been deposited into our donation account. Josephine is keeping track of those funds and not

using them. If the Board wishes to have me contact the Kaufman family to see if they would like to make these funds available for a potential naming opportunity in the new library, I can certainly do that.

Motion: Quarantine books for 3 days until the end of March and then switch to 24 hour quarantine. And allow the patrons to be allowed to stay for 2 hours May 1. Sarah moved and Carolyn seconded. Passed unanimously.

Next meeting: March 17, 2021

Motion: observe the juneteenth holiday by closing on June 19. Sarah moved and Carolyn seconded. Passed unanimously

Motion: to adjourn meeting at 9:05. Sarah moved and Carolyn seconded. Passed unanimously.

Respectfully submitted,

Sarah Windman