

Sharon Public Library Board of Trustees
Regular Session
April 21, 2021

Attendance:

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

Library Staff: Lee Ann Amend (Library Director)

Guest: Chuck Goodman

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 that Trustees authorize a vetted update to be posted through all our media channels moved by Sarah and Wendy seconded. Passed unanimously.

Motion to approve the minutes of February 24, March 10, March 17, and March 24. Sarah moved and Wendy seconded. Passed unanimously.

Treasurer

- Eastern Bank \$971.37 Century \$1,940.05

Budget

- Looks good.

Foundation

- Request to have a naming for a piano for \$50,000 to be used to purchase the piano.

Motion to include a naming for a piano for \$50,000 moved by Sarah and Geoff seconded. Passed unanimously.

Friends

- Another program is coming up on May 10. Attorney Andrew Lelling on zoom.
- They have not been raising much with fundraising.

Director's Report

Sharon Public Library - Director's Report

April 21, 2021

MBLC Construction Monthly Report; January and February reports have been completed and submitted to the MBLC. I have completed the March report and will submit it once I receive the Finance 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) = \$8,752.36

Municipal Equalization Grant (MEG) = \$3,903.53

Nonresident Circulation Offset (NRC) = \$1,709.72

Total Award 1st half = \$14,365.61

Library uses to date: We are averaging around 90-140 per day now that we have moved back to the 1-hour time limit in the building.

Report on Quarantine of Library Materials: We completed two surveys, one for Directors and one for staff asking about quarantining of materials and re-opening. We received 15 Director responses and 27 staff responses.

- 33.%of the responses from Directors was to reduce quarantine time on or before June 1.
- 34.6% of the responses from the staff voted not to reduce quarantine time until after vaccinations.
- The majority of Directors and staff voted not to re-open meeting and community room use until after vaccinations.

In a report from MBLC Robert Favini, on April 5th, the CDC updated their surface transmission of Covid-19 report that the risk is low. "The State's industry-specific guidance for libraries still calls for 24-hour quarantining of library materials. This is detailed out here.

<https://www.mass.gov/info-details/safety-standards-and-checklist-libraries>). There was also another article published by the New York Times on April 8, 2021, "Has the Era of Overzealous Cleaning Finally Come to an End?" <https://www.nytimes.com/2021/04/08/health/coronavirus-hygiene-cleaning-surfaces.html?referringSource=articleShare>.

This article notes that there is a misplaced focus on surfaces.

Custodial Update: Gary's last day was April 15th. He is being replaced by a part-time custodian, Wilson Francisco. Wilson worked with Gary from Monday, April 12th through the 15th to learn

the ropes. He will be working Monday – Friday from 8:00 to 11:30 AM. Gary has done a great deal for the library. He used to come in on Saturdays, to empty the book drop, and to pick up the newspapers both Saturday and Sunday so they wouldn't disappear. He repaired toilets, shut-offs, shelving, furniture, office equipment, replaced carpet squares, and kept the library clean for many years. Gary was also a Fire Fighter and could handle any medical or other emergencies. He provided security for the staff when we have had to deal with problem patrons. He handled all grounds work and removal of weeded out library materials. Gary will be missed. I wholeheartedly recommend that a custodian be hired for a new library. Walpole PL has 2 full-time DPW paid custodians, Canton has one full-time custodian, Stoughton has 1 full and 1 part-time custodian. This is something that the Trustees may want to consider in the future.

Facilities Update: The Carnegie Room which leaked over the Circulation Supervisors desk was repaired in March. The flashing repair cost \$1,245.50.

- The lower-level outdoor handicapped equipment cost \$4,129 and the inner door handicapped repairs cost \$1,986 for a total of \$6,115.
- Fire Extinguisher Replacement: The fire extinguishers that sprayed only water were replaced with ABC-charged extinguishers which are good for all types of fires. All extinguishers were brought up to date and the cost was \$551.50.
- Camera System Repairs: Five cameras needed to be replaced. The DVR and system software upgrades were also made and one additional camera was installed in the adult computer room. The total cost of this work was approximately \$5,200.
- Masonry work: The ramp knee wall, railing wall, and sidewalk areas will be repaired by Joseph Barucci & Sons from Canton. The cost for all repairs is \$5,300. The work is expected to be completed by the end of this month.
- A railing will be installed on top of the knee wall at the lower level ramp. The work will be completed by Citiworks, Corp. and the cost will be \$2,788.
- HVAC system: Automatic Temperature Controls was in the building on March 30th to change all filters in both the lower floor and roof HVAC units. They cleaned and disinfected the blowers and vents.
- Elevator: Bi-monthly elevator maintenance was performed on the elevator on March 31st meeting

Staff Meeting: The staff hosted a special program on Introduction to Pronouns by staff member, Hilary Umbreit on 3/19/21. Hilary did a magnificent job explaining the reasoning and interpersonal feelings behind using the correct pronouns for everyone. As you know Hilary left us to take a job in Norwood.

Technology: Computer repairs and updates have been performed by our IT person. We are also purchasing 5 laptops to replace the much older staff use laptops. The total cost for these, plus software is \$5,000.

Staffing Update: We have selected three of our best applicants to interview to replace Hilary, our Information Services Librarian. We should have news soon.

Programming update: The professional staff has been asked to plan and hold 2 additional programs, paid for via the library budget. The Friends of the Library have been unable to hold their book sale which funds most of our paid programs unless funded through grants. These programs must be organized, planned, and invoiced by June 30th, within this fiscal year's budget. State aid is not being used to fund these programs.

New Database: We have purchased a new database called Udemy. Udemy is an American massive open online course provider aimed at professional adults and students. It was founded in May 2010 by Eren Bali, Gagan Biyani, and Oktay Caglar. It is now live on our website database page.

Memorial Gifts for Mortimer Kaufman: As of this date, we have received \$990.00 for the Sharon Public Library. None of these checks were made out for the foundation.

Adopt-a-book Perpetuation: The Friends have a donation called Adopt-a-Book. This is a \$25 donation to name an existing book on the library shelves in memory of someone. The intention is not to keep all books with nameplates in perpetuity, but to recognize someone through this donation. The books get weeded out of the collection as all books do, to keep the collection updated and to leave room for new items. The library isn't big enough to hold every book that has nameplates nor is it appropriate to do so. The Friends executive board has never requested this but the topic is always raised with every new member of the Friends. I am asking the Trustees to approve the recommendation, that no Friends of SPL name-plated books be kept in perpetuity. Then we can put this issue behind us once and for all.

Respectfully Submitted: Lee Ann Amend, Library Director

Next meeting: May 19, 2021

Motion: Reduce the quarantine time to 24 hours starting May 1, no quarantine for deliverables of interlibrary materials, and reviewing the option of no quarantine on June 1 for the May meeting. Moved by Sarah and Wendy seconded. Passed unanimously.

Motion: to adjourn meeting at 8:07. By consensus we are adjourned.

Respectfully submitted by,
Sarah Windman