



TOWN OF BOXBOROUGH
Meeting Minutes
Library Trustees

May 11, 2020

7:00 PM

Location: Zoom Meeting with remote participation due to COVID 19 gathering restrictions.

Draft May 11, 2020

Members Present: Mary Brolin, Jennifer Campbell, Janet Glidden, Rob McNeece, Molly Wong

Members Absent: Nancy Settle-Murphy

Others Present: Peishan Bartley (Library Director)

1. The meeting was called to order at **7:03 PM** by Mary Brolin. The meeting recording began.
2. The bill document was briefly discussed.

i. Bills Report

- b. The increases in Overdrive budget reflect the purchase of credits for ebooks & audiobooks. Molly asked if we had school summer reading lists to add titles from them to the orders and Peishan said the lists hadn't changed for a few years.
- c. The other large item is the purchase of the circulation and patron computers. Peishan chose to purchase the all-in-one models with a smaller footprint, which were less expensive. Jennifer asked about the warranty and reliability of the model and Peishan said they are the same.
3. As with last month, Mary and Rob will digitally sign the bills when they are ready for signature by printing the cover sheet, signing it, and sending a digital copy of their signature back to Peishan.
4. The minutes from April 15th were discussed. The date of the town election was discussed and the minutes were approved as amended. **Jennifer** moved, **Janet** seconded.

a. Roll call vote to approve: Unanimous.

5. The Director's Report was discussed:
 - i. *Exhibit: Director's Report 5/11/2020.*
 - ii. *Exhibit: Report on e-Resources usage*
- b. Accounting & Budget
 - i. Peishan discussed the huge jump in e-resource usage and the decisions to increase amounts spent in Overdrive and other e-resources.

- ii. The library subscription to Zoom was discussed. Peishan clarified that the town subscription was for committee meetings and town work. The library got its own subscription so it can be used for programming and events.
 - c. The CPC fund request for Annual Town Meeting was discussed. Jennifer asked who would be presenting if the item was selected to be discussed outside the consent agenda. Peishan said she had a presentation ready. Jennifer confirmed she had spoken with John Fallon and that Peishan, as a resident, does not need to be invited to present as Director.
 - d. Building Maintenance:
 - i. Discussion around maintenance focused on preparations required to open the library. These include plexiglass barriers at the circulation desk and crowd control posts and belts.
 - e. Library events:
 - i. Staff are continuing to provide services to patrons virtually. There are online storytimes, book clubs, and reader's advisory chats. More presenters are beginning to offer programs online and these options will be explored for the summer. This includes possibly adding adult virtual events in the summer, when the events have usually been more aimed at youth services audiences.
 - f. Orders for physical books are beginning to be placed but will not be delivered until staff is staff back in to receive them. Mary asked when these orders are billed, and Peishan confirmed they are not billed until they ship.
- 6. Reopening Plan
 - i. Exhibit: Sargent Memorial Library Reopen Plan
 - b. Discussion opened with Mary thanking Peishan for the delivery of a great, data-driven plan with clearly defined stages.
 - c. Peishan discussed the process for developing the plan, including all of the CW/MARS network meetings, MBLC, MLS and ALA meetings and resources that were considered. The trustees discussed that it is a living document and subject to changes based upon new state, local, and national recommendations. Peishan will be sharing the document with staff this week for their feedback.
 - d. Jennifer mentioned the need to for our opening dates to be consistent with the actions of Town Hall. The weekly departmental meetings are still happening and Peishan said she is in regular communication with the town. The trustees indicated support for Peishan taking the time necessary to prepare the space and the staff for opening once the Stay at Home order is lifted.
 - e. Planned preparation of the physical space includes but is not limited to, the construction of plexiglass barriers, placement of crowd control posts and belts, removal of soft furnishings, toys and games, the taping off of computer stations that will not be in use, and provision and securing of sanitizer and wipes.

- f. Certain library processes also require adaptation during the reopening phases and are detailed in the report. Trustee discussion touched upon making computer use time-limited and with space between stations. Interlibrary loan will not be re-established immediately and CW/MARS is working on setting on the software to help libraries keep track items. Molly expressed concerns about the use of the internal book drop and suggested only using the external book drop. Jennifer suggested having a set time for wiping down high traffic areas. Janet mentioned concerns about keeping the bathrooms cleaned and Peishan was going to look into any changes to the regular cleaning schedule once the building is opened.
 - g. Initial patron services were discussed with curbside delivery being the first option. Some logistics about how patrons will request books, how the books will be packaged, and delivered were discussed. When in-person library services resume, patrons will be required to follow social distance guidelines and wear masks in the library. Peishan has ordered some masks for people who do not have them. Trustees discussed setting expectations for use, such as encouraging one member of a family to pick up items, limiting the time of visits and limiting computer use to essential use (i.e. job searching, applying for unemployment.) Trustees recognized that the plans are carefully thought out, but may need to change to reflect changing internal and external conditions.
 - h. Peishan described plans to communicate the Reopening Plan to the community. The trustees expressed unanimous support of participating in a video to get the message out to the community.
7. Dates of next meetings:
- a. May 21, 2020 at 7:00 PM. The group discussed it and decided to hold this meeting virtually on Zoom.
 - b. June 1st at 7:00 PM via Zoom.
8. The meeting adjourned at 8:25 PM (**Janet** moved, **Jennifer** seconded). A roll call vote was taken: Unanimous.

List of Exhibits used:

- a. April 15, 2020 draft meeting minutes
- b. Director's Report (filename: 2020-05-11)
- c. Bills Submitted 2020-05-11

Respectfully submitted,
Molly Wong