

Hamilton-Wenham Public Library
Minutes of the Board of Trustees
April 9, 2020

Present: Nichole Gray, Judy Bubriski, Dolores Boghdan, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler, Rob Pondelli. Meeting was a virtual meeting via Zoom.

Minutes: From March 12, 2020, approved.

Director's Report and Financial Report: (see attached) **Budget:** Department Heads have been instructed to suspend all non COVID - 19 expenditures. There are some outstanding bills pre COVID - 19 to be paid plus utilities etc. The Town is hoping to be reimbursed for any COVID - 19 expenditures under the emergency declaration. Regarding salaries, the library has 9 full time employees, 8 part time employees and 3 Pages. Only 2 part time employees are currently working. Assuming a potential re-opening in June, that will amount to a savings of approximately \$30,000 in the FY '20 budget. That amount, coupled with a \$10,000 differential between retired director Jan Dempsey's salary and Kim's salary, will bring a total savings of approximately \$40,000 in library payroll for FY '20. **Building:** Currently, Kim comes into the library on Mondays, Wednesdays and Fridays. Lorraine comes in on Tuesdays and Thursdays. The cleaning company has not come in since the library closed, thus providing a cost savings from that account. The general supplies account will also see a savings. **Technology:** Christine helped install software on all of the PC's so she can monitor them remotely and help trouble shoot any issues that may arise while the library is closed. The staff can not access their library computers from home. Christine quoted a \$100 per user fee until the end of the fiscal year that will enable them to do that. The funds will come from the state aid account. **Personnel:** the applicants for Sarah's maternity leave have been told they will be interviewed once the library is allowed to open. **Friends:** the staff were able to organize and pack up what remained from the book sale. **MVLC:** They have been a huge help and resource. They have extended due dates and hold dates on all items, helped update our catalog home page and assisted us to work with vendors to increase online access to resources.

Old Business:

a. COVID-19 updates: There is a weekly staff meeting via Zoom. All full time staff are working from home along with 2 part time staff. We are offering 90-day temporary library cards to residents so they can access our online content. We have given out 10 to date. Amy has been spearheading this. There has been a significant rise in online usage. All email communications are being answered by Sarah. Kim has returned all voice messages. Amy, Rob, Lewis and Lorraine have been heavily pushing out content over social media, detailing resources and offerings, such as Zoom book club meetings, and to pass along local news. Sarah has been updating our website and Lorraine and Kim C. have been updating the Children's section and the YA sections. Kim is starting to price out putting the entire summer reading program online. It looks like it will cost about \$800, which would be taken out of state aid or gift accounts. Kim is working with Maribeth Ting, from Wenham's Board of Health, regarding what we can and can not do with potential curbside pickup. Kim struggles with asking people to leave their homes when the Governor says no unnecessary movement. Evidently Groveland has initiated some book deliveries. Kim has attended some webinars on how long COVID - 19 lives on surfaces. All programs have been canceled until the end of the fiscal year.

New Business:

a. Plan for re-opening the Library: Kim and staff have been brainstorming what the library may look like when they reopen. They have gloves, wipes and masks. They are thinking about plexiglass and perhaps a deep cleaning.

b. Discussion of financial contingencies: Kim had a joint phone call with Joe and Anthony, providing information on how the Library staff works from home. She is submitting a detailed accounting of the library's remaining FY'20 budget for the Selectmen. There will be a joint Hamilton and Wenham Selectmen's meeting on Monday, April 13. Kim has requested the Trustees write a letter of support on behalf of the library and staff for all the work they are continuing to do to the Selectmen of both towns. Nichole and Dede will write the letter. Kim will talk with the Friends about a letter of support as well.

Informal discussion for items not anticipated: none

Meeting adjourned at 4:06 pm

Next meeting: May 14th, 2020

Meetings for the remainder of 2020: May 14th, June 11th, September 10th, October 8th, November 12th, December 10th.

Respectfully submitted,
Julie Clay