

**Hamilton - Wenham Public Library
Minutes of the Board of Trustees
July 16, 2020**

Present: Nichole Gray, Mary Jane Brown, Judy Bubriski, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler, Anthony Ansaldi.

Minutes: Approved from July 11, 2020 and July 14, 2020.

Director's Report and Financial Report: (see attached) **Budget:** Final FY'20 budget looks good. Any remaining balance went back into the Town's general funds. FY'21 budget passed for both towns, which is wonderful! The circulation statistics for February through June provides a snap shot of the effect of the pandemic; February's approximate 17,000; March's approximately 11,000; April was 75; May was 670 and then June was almost 7,000 which was the first full month of curbside pickup (which has received only positive feedback). Pre COVID, the average circulation was approximately 15,000 to 17,000. The online streaming has remained strong. A suggestion was given to look into the library having a youtube channel to help with Hoopla and other online tools. Kim and her staff are starting to slowly order new materials. She is giving a budget of \$25,000 to fiction, \$20,000 each for non fiction and for children's books, and \$9,000 to YA. These amounts will be reviewed regularly and adjusted accordingly as from March on, the spending halted with COVID and it is hard to determine exactly what would have been spent during those months to accurately forecast the needs for FY'21. **Building:** The plexiglass will be installed on July 17th. Office space for staff is being reconfigured to accommodate social distancing. **Technology:** A plan is being created to move the public computers around to enable social distancing. Christine will be helping with this to insure there is internet connections where needed. **Personnel:** Kim completed the yearly evaluations of all employees. Kim memorialized the part-time positions, with the exception of one employee who works one Saturday a month, to be a minimum of 18 hours and a maximum of 19.5 hours. All of the PT staff agreed to this. They will return to work on July 20th which will enable curbside pickup to be available 3 nights a week. **MVLC:** the interlibrary loan bins are starting to come back. The interlibrary loan system is state run. Currently, we are just receiving the backlog of items from the spring. MVLC is taking a vote tomorrow to see if the consortium will allow books to travel. It is believed to pass, so hopefully we will start interlibrary loans within the next week or so. **Other:** Virtual programs are continuing with mixed results. They will continue to be evaluated as we plan for the fall. We did not receive a CARES act grant from the MBLC for virtual programming. Only 20 grants were given out, and there doesn't appear to be a pattern for who received them. There is suppose to be another opportunity to apply, but no date has been established. A person from the Northeast Document Conservation Center came on June 24 to do our Preservation Grant assessment. Once we receive her report, Kim will submit the follow up paperwork for MBLC. ARIS reporting for Fy'21 is open, due in October. Kim will start working on this next month.

Old Business:

- a. **Town meetings and FY'21 budget:** see above.

New Business:

- a. **Welcome new Hamilton trustee:** Mary Jane Brown, a/k/a MJ, was welcomed as the new trustee from Hamilton, replacing Dolores Boghdan who stepped down this spring when her term expired. Dorothy Goudie was re-elected as the Wenham trustee. Welcome MJ and congratulations to Dorothy!

- b. **Election of officers:**

Nichole Gray was unanimously re-elected as Chair person.

Dorothy Goudie was unanimously re-elected as Vice Chair.
Julie Clay was unanimously re-elected as Secretary .
Dede Johnson was unanimously reappointed as Liaison to the Friends.

c. Update on expanded window pick-up hours and phase 3 planning: starting July 20th, pick up window hours will expand to: Monday and Friday 10 to 4. Tuesday, Wednesday and Thursday, 10 to 7 p.m. As of today, the plan is to open the library on a limited, appointment basis on August 11th. Patrons will be able to book appointments on line, or they can call for an appointment. Earlier appointments will be reserved for high risk patrons, in accordance with the Governor's directives. All appointments will be limited to 1/2 hour, with a 15 minute cushion on either side, enabling staff to sanitize between appointments. The first floor will be open for browsing. The second floor will be open for computer use only. The children's room will be closed for the time being. There will be carts available with children books and YA books on them. The idea is to start small, and expand slowly. All of the large furniture will be moved into the large meeting room and the children's room for storage. Mike Hrdy will provide assistance for the move. Any furniture that can not be moved will have caution tape surrounding it. There will most likely be one wooden chair and a small table a patron can sit at and read for their allotted time if they choose to do so. There was some discussion of socially distancing some tables and chairs outside for patrons as well.

Informal discussion for items not anticipated: Nichole made a motion, seconded by Judy, that the Library Board of Trustees vote to:

1. Delegate warrant signatory authority to the Library Director.
 2. The Library Director provide monthly financial reports (including balances of state aid fund, gifts account and trust balances) to the trustees at their monthly meetings.
 3. When spending more than \$3,000 in state aid funds, the Director will consult with the Chair and keep the remaining trustees informed at their monthly meetings.
- Said authorizations will extend until the first meeting following the local elections and be renewed annually.

The motion was unanimously approved.

Gary Cheeseman, Wenham's newly elected selectmen, set up a meeting with Kim to review library needs etc. Gary is a regular library user and they had a great conversation.

Meeting adjourned at 2:32 p.m.

Next meeting, Thursday September 10th at 6:30 p.m.

Meetings for the remainder of 2020: October 8th, November 12th, December 10th.

Respectfully submitted,
Julie Clay