

**Hamilton - Wenham Public Library
Minutes from the Board of Trustees
May 14, 2020**

Present: Nichole Gray, Judy Bubriski, Dolores Boghdan, Julie Clay, Dorothy Goudie, Dede Johnson, Kim Butler

Minutes: Minutes approved from April 9, 2020, May 4, 2020 and May 7, 2020.

Director's Report and Financial Report: (see attached) **Budget:** There will be some monies not spent that will go back to the Town. There are some outstanding book orders that were ordered pre COVID - 19 that will be sent out soon. Kim anticipates about \$20,000 will not be spent under the Book Budget line item. Our E-Books usage has increased by 200 between March and April. During that time period new Hoopla users increased by 63 patrons as well. All Capital Budgets for the Town are being pushed off until the Fall. On Tuesday, May 19th, at the Wenham BOS meeting, the original FY'21 budget for the Library will be presented by Anthony and Jackie Bresnahan. The revised budget will be presented as a back up if necessary. Hamilton has indicated they will let Wenham take the lead on this. **Building:** Town Hall requested all library employees return to work in the building on May 11th. In light of this, the cleaning company will come 5 days a week. **Technology:** The library has one older iPad for the children's room. Kim is working with Lewis to research buying another iPad to assist staff with virtual programs, mobile circulation and possible building occupancy once the library reopens. The funds will come from state aid. **Personnel:** Sarah Lauderdale is on maternity leave, starting May 11. She is entitled to 16 weeks of leave. **Friends:** The Friends have continued their meetings over Zoom. They have generously agreed to fund all of our summer virtual programs and all of the summer reading prizes. The library is very lucky that the Friends have been frugal over the years, saving their "rainy day funds" for times like these, even though they had to cancel their spring book sale and most likely their fall book sale. **MVLC:** the Directors have been informally meeting weekly. Their annual meeting has been postponed until May 18th, to get a better understanding from the Governor of the changes in the Stay at Home Order. They have a preliminary plan in place to assist libraries that may offer curbside that Kim will access once we get there.

Old Business:

a. COVID -19 and staff update: As mentioned above, all FT staff are back and working in the building, following the social distancing protocol as recommended by the BOH and the Governor's office. Their remaining vacation/personnel time has been determined through the end of the fiscal year, which is great. Kathy is the only PT staff working, with permission from Town Hall. No PT staff will return until July 1. Discussion took place regarding PT employees potentially filing for unemployment and uncertainties surrounding the Town's position on that. Kim did receive notification from the local representative for AFSCME Union, saying they have been contacted by the library employees. Evidently a few years ago, there was discussion among employees about forming a union but there weren't enough votes. Apparently there are now.

New Business: Curbside pickup: Kim met with Wenham's BOH yesterday about curbside pickup. They were hesitant to approve anything until after the Governor's anticipated recommendations are released on May 18th. The general consensus is that the Library is still considered non essential. To start curbside pickup without the guidelines anticipated on May 18th would be unwise. The expectation is that curbside pickup for retailers will start next week, which would then give the library the green light to start this as well. Kim's guidelines are in place, and the BOH were satisfied with the procedures. Tomorrow at 5, there is a joint BOH

meeting with both towns. Kim will attend that meeting. **Grab and Go:** On Tuesday, May 12th, the Library put 60 Grab and Go sealed brown paper bags filled with books gathered from the aborted spring Friend's library book sale, outside the building. All the bags were taken in a short period of time and within the past 48 hours, the library have received 4 emails asking when the next Grab and Go will be! The responses on FB were very positive. From a COVID - 19 standpoint, the BOH did express concern about well intended comments made on FB that patrons would share the books with neighbors once they had been read. Perhaps if we do it again, a bookmark may be included asking to please keep books at home while we are in the current State of Quarantine. Three towns, Haverhill, Groton and Westford libraries COVID - 19 Building Reopening documents have been approved by their towns. These will be useful resources as we move in that direction with curbside pickup being an initial phase of reopening. **Programs:** The virtual programs have been very well received. Upcoming virtual programs include the literary luncheon book club, dungeons and dragons for teens, our author programs along with a program by Mass. Audubon and one with Hamilton resident Kevin O'Reilly about climate change. The library hosted a very successful blood drive and would like to hold another one next month. Lorraine and Kathy have been hosting virtual story times that have been posted live on FB. They have had some guest readers and have coordinated some of these readers with Children's mental health week that the town supported this month. The poetry slam is up and running. This is being run in cooperation with the Patton Homestead, the Wenham Museum and Magical Beginnings. Each location has words facing the outside of their buildings that families/ residents can use to create a poem and submit online. The summer reading mascot is a Rainbow Dragon. A vote to name this mascot is online. Kim C is working very hard to get our new summer reading software up and running. The software company we are doing this through, Bean Stock, require 3 weeks to process the data. The launch date for the summer reading program is June 20, 2020. A postcard will be sent out to all Hamilton and Wenham residents announcing "Your next Great Read" program which is live on the website. Patrons fill out a form and a staff member will make recommendations for their next book, based on the books they enter. Currently the recommendations have only been e-books. This will change when the library reopens. The Friends are underwriting the cost of the postcards. Thank you Friends!

Informal discussion: A discussion regarding potential grants for libraries through the Care Act took place. These grants are complex to complete. As neither the library nor Town Hall have a grant writing specialist on staff, the reality of having the resources to submit a grant is unlikely.

Meeting adjourned at 11:25 a.m.

Next meeting, June 11, 2020 at 6:30 p.m.

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

Respectfully submitted,
Julie Clay