

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**March 2, 2021 7:00 PM via Zoom**

**Members Present (virtually):** Lisa Sheehan, Julie MacEvoy, John Scott Smith

**Members Absent:** Trudi Stefan, Susan Alessandri, Chair

**Others Present (virtually):** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Vice Chair John Scott Smith called the meeting to order at 7:07 PM.*

### **Approval of Agenda**

On a motion made by Julie, seconded by Trudi, the Library Board of Trustees unanimously approved the Agenda for the March 2, 2021 meeting.

### **Approval of Minutes**

On a motion made by Trudi, seconded by Julie, the Library Board of Trustees voted unanimously to approve the February 2, 2021 minutes.

### **Citizens Speak**

None to report.

### **Review Incident Reports**

None to report.

### **Budget Report**

Margaret distributed the Budget Report via email.

### **Director's Report**

Margaret distributed the Director's Report via email.

Margaret mentioned conflict of interest training is due. She stated trustees could give the report to her or bring to the Town Hall. Margaret also mentioned there is more damage with the flooding. The tiles in the kitchen began coming up because of water getting under them.

### **Annual Report due March 5<sup>th</sup>.**

Report is signed by Director and Trustees. Julie read it and thought it was well put together and praised the Library for how they handled through the Pandemic. John

and Julie agreed it reads well and see no changes.

### **Library Re-opening**

Margaret stated there's four employees that have gotten the 1<sup>st</sup> shot. They are planning to open for 4 hours on Thursday and 4 hours on Friday morning. She mentioned that it might be tough to do both curbside and have the Library open to the public as well. It will not be back to "normal". Some libraries are waiting until all staff are vaccinated. There will be no in person programs. Some are open for browsing and computer use, but not at the same time.

John asked if there was a minimum level of comfort opening if staff is not vaccinated. Margaret stated mid-April they would be willing to be open 8 hours a week to have the weekend to allow virus to dissipate. John mentioned purchasing disposable keyboard covers. Margaret stated people are interested in browsing. Around 1 call a day. John asked if it is feasible to continue curbside and in library services with current staff. Margaret stated no, a few staff members could potentially be leaving. Curbside is daily (M-F). They will potentially need an add to staff to accommodate curbside however the budget for this year has already gone to the Select Board. Margaret will review to see if remaining funds from pandemic could potentially cover salary of a new employee. Not much in utility savings. Reallocate some of the budget to have part time staff temporarily to assist with both browsing and curbside.

The goal is to have some restoration to have limited browsing capability beginning April 12<sup>th</sup> – 15<sup>th</sup>. Tentative plan. All members agreed this is a good plan.

### **Long Range Plan update**

Postpone until next meeting. Six more meetings to get completed. Needs to be completed by Next Fall to apply for grants. They also need to develop an action plan. John suggested reviewing 2016-2020 objectives and goals to come to the next meeting with thoughts on objectives and other suggestions for the next four years.

On a motion made by Julie, seconded by Trudi, the Library Board of Trustees voted to adjourn at 7:57 PM.

### **Next Meeting: April 6, 2021**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

