



Mr. Dan Hall
Mr. James Lemay
Ms. Eileen MacDougall
Mr. Jeffrey Nussbaum
Mr. Donald Pearson
Ms. Kathleen Reynolds

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Board of Library Trustees

Board of Library Trustees
Tuesday, May 19, 2020, Zoom Meeting 7 pm

Present: Dan Hall, Jim Lemay, Eileen MacDougall, Jeff Nussbaum, Kathleen Reynolds, Don Pearson (arrived at 7:30), Library Director Tina Stewart, Administrative Assistant Gloria Corcoran, and Technology Librarian Brad McKenna

Chairman Jeff Nussbaum read Governor Baker's March 12, 2020 Order Suspending Provisions of the Open Meeting Law, G.L. c30a Section 18. He did the required roll call of members who were present.

Minutes February 18, 2020

A motion to accept the minutes of February 18, 2020; There was no discussion; Motion was made by Eileen MacDougall to accept the minutes as written with a second by Kathleen Reynolds. Roll Call: vote to accept: Dan Hall, Eileen MacDougall, Jim Lemay, Kathleen Reynolds, Jeff Nussbaum, motion passes.

Financial Report and Statistics April 2020

The Financial Report and Statistical Report were discussed. Mrs. Stewart noted that the following increased expenditures for digital resources: added \$11,000 to Overdrive including \$1,000 earmarked for Children's Titles; expanded Hoopla monthly allowance from 10 to 15 (pay per use); purchased Creative Bug – online resource with over 1000 video classes on arts and crafts. \$1,000. Mrs. Stewart noted the increase in the use of the library's digital resources. She also pointed out the data on virtual programs. In April the library offered 23 virtual programs (7 children, 12 teen and 4 adult)

Motion was made by Dan Hall to accept the Financial and Statistics Report, seconded by Jim Lemay. Roll Call: vote to accept: Dan Hall, Eileen MacDougall, Jim Lemay, Kathleen Reynolds, Jeff Nussbaum, motion passes.

Library Director's Report

Mrs. Stewart reviewed her written report. All in house library programs have been cancelled. The library is expanding its virtual programs. Staff is reaching out to presenters we have booked to inquire as to their interest in doing a virtual program. Outdoor programs, such as Big Trucks, Yard Sale, Shakespeare in the Park have been cancelled.

Wilmington Earth Year: Charlotte Wood and Mrs. Stewart handed out 300 Fraser Tree seedlings on Earth Day and Arbor Day. Youth services Librarian Barbara Raab did a great job on redesigning the Wilmington's Earth Year initiative focusing on activities kids and families can

do while at home. Mrs. Stewart encouraged the Trustees to check out the website and take the Wilmington's Earth Year pledge.

The library is promoting digital resources on social media and through its newsletter, which is emailed weekly on Saturday evenings. Mrs. Stewart acknowledged Technology Librarian Brad McKenna and Marketing Librarian Danielle Ward who redesigned the website home page to better highlight e-resources. We recently added a new feature box called "Gathered for You." The link directs you to variety of internet resources organized by topic. Library Cards are available online to allow patrons who do not have a card to use these resources.

The Friends Executive Board held a virtual meeting on May 5. The Friends of the Library Book Store Next Door remains closed. A Free Book Giveaway was held on Easter Sunday and on the Saturday before Mother's Day. Twelve bags of food were collected for the Food Pantry at the Mother's Day Giveaway. The Friends email newsletter was emailed including a request for membership renewals.

The Town Department Heads have been asked to review the FY21 Budget. The Assistant Librarian Technical Service position at the library is currently frozen and it is uncertain whether it can be filled in FY21.

The Town Meeting is scheduled for June 27. There is concern about the possibility of not getting a quorum which is necessary for the FY21 Budget appropriation. The Town Accountant is in the process of developing an emergency one month budget for FY21 if this should happen. Mrs. Stewart answered some questions about the FY20 budget balances and those accounts that roll over into the next fiscal year.

Eileen MacDougall asked about staff assignments/at home activity during the shutdown. Mrs. Stewart has held weekly Zoom meetings with senior staff. The senior librarians have been busy developing and presenting virtual programs. Administrative Assistant Gloria Corcoran and she have been going into the library weekly to process payroll, mail and bills. Mrs. Stewart has been communicating daily with Assistant Library Director Charlotte Wood to review operating issues, outreach, programs and planning for a phased reopening of the library. Mrs. Stewart also noted that all staff were given training assignments to work on remotely.

The Trustees commented on the excellent job Mrs. Stewart and her staff have done in developing virtual programs and promoting online services during the Stay At Home Advisory.

Old Business

Stairwell renovation: The construction workers have been in the library working on the stairwell renovation while the library has been closed. The work is scheduled to be completed by the end of the week. The room on the first floor will be used by the Technology Librarian and the Assistant Librarian Technology Services when that person is hired. The room on the second floor will be a public space used by families in the morning and teens in the afternoon.

New Business

Mrs. Stewart presented the Phased Service Plan in response to COVID-19. She acknowledged Assistant Library Director Charlotte Wood for the work she contributed to the development of this plan. Library staff are scheduled to return to the library on Tuesday, May 26. The library will

begin with curbside service that day. Mrs. Stewart answered questions about the plan. Mrs. Stewart noted that the plan will be updated as new information is provided.

Eileen MacDougall made a motion that the Board of Library Trustees support the Phased Service Plan in Response to COVID-19, incorporating guidelines from the MBLC and any subsequent modifications as deemed necessary for the safety of the staff and public and that the library work in concert with area libraries. Dan Hall seconded. Roll Call: Yes vote: Dan Hall, Eileen MacDougall, Jim Lemay, Don Pearson, Kathleen Reynolds, Jeff Nussbaum, passes unanimously.

Public Comments - None

The next virtual meeting will be Tuesday, June 16 at 7 pm.

A motion to adjourn was made at 8:34 pm by Don Pearson, seconded by Eileen MacDougall. Roll Call vote: Dan Hall, Eileen MacDougall, Jim Lemay, Don Pearson, Kathleen Reynolds, Jeff Nussbaum, passes unanimously.

Submitted by,
Gloria Corcoran
Administrative Assistant

Documents used at the meeting:
Library Statistics and Financial Report from April 2020