



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, November 17, 2020, Virtual Meeting 7 pm

Present: Dan Hall, Eileen MacDougall, Jeff Nussbaum, Kathleen Reynolds, Don Pearson, Library Director Tina Stewart, Administrative Assistant Gloria Corcoran, Jim Lemay (7:11 pm)

Chairman Jeff Nussbaum called the meeting to order at 7:00 pm. He read Governor Baker's March 12, 2020 Order Suspending Provisions of the Open Meeting Law, G.L. c30a Section 18. Chairman Nussbaum did the required roll call of members who were present.

### **Minutes October 20, 2020**

Motion was made by Eileen MacDougall to accept the minutes of October 20, 2020 with a second by Don Pearson. Roll Call: vote to accept: Dan Hall, Don Pearson, Eileen MacDougall, Kathleen Reynolds, Jeff Nussbaum, motion passes.

### **Financial Report and Statistics October 2020**

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

### **Library Director's Report**

Tina Stewart presented the COVID 19 Services Update. Beginning Monday, November 2, patrons were permitted on the first floor of the library without an appointment. The numbers show that 75 more people visited the library than the previous weeks' averages. Given that there is no seating allowed, the average visit is usually no more than ten minutes.

Appointments in the Children's Room continue to be steady. Kathleen Reynolds asked if there was a plan in place if a staff member tests positive for COVID. Mrs. Stewart indicated that she would follow the protocols as directed by the Board of Health, which may include staff having to quarantine and a temporary shutdown of the library.

The library offered 50 programs with 779 attendees in October. We continued to collaborate with area libraries to present virtual programs. The response from attendees to these programs has been very good. The Youth Services Department has reached out to the Wilmington Public Schools offering support services. Parents have appreciated the library's outdoor programs while the weather has been nice.

Eleven of the 14 laminated pages of the book “Are Your Stars Like My Stars” that were part of the Story Walk at Rotary Park were taken. The incident was reported to the Wilmington Police who publicized the theft on social media. Youth Services Librarian Barbara Raab is weighing options on replacing the Story Walk at Rotary Park or using a different location.

The library has purchased Biblioboard, a software platform service that allows the library to collect creative content including print and non-print materials that can then be shared with the community. The first year annual cost of \$2,480 has been charged to LIG/MEG and will be included in the library’s contractual budget going forward.

Jaqueline Strob, who has been working as a Library Page for the past three years, has been appointed to the position of part-time Library Associate effective November 16. She replaces Desiree Maguire who retired.

The 150<sup>th</sup> library anniversary committee has been formed. The committee, which includes Dianna DeGreggario, Anne St. Onge, Terry McDermott, Kathleen Reynolds, Tina Stewart and Charlotte Wood, will meet in a few weeks to begin planning a celebration for summer 2021.

Library Director Tina Stewart indicated that she is in the process of preparing the FY22 budget which is due December 4. Personnel costs are likely to be less due to the number of retirements and resignations this past year.

#### **Old Business**

None

#### **New Business**

Library Director Tina Stewart submitted the FY22 Action Plan. Mrs. Stewart responded to Trustees’ questions about some of the action items.

#### **Public Comments**

None

#### **Trustee Comments**

Dan Hall noted that he will be leading his Current Events discussion group beginning in December.

Kathleen Reynolds recommended having a list of books read by the library’s book groups on the website.

Eileen MacDougall recommended the library consider presenting “One City One Story” based on the Boston Public Library model. She will forward Mrs. Stewart more information.

Don Pearson attended the MLTA virtual meeting which discussed Board diversity and various Board structures.

Jeff Nussbaum indicated that he received a memo from the Board of Selectmen asking for feedback on a draft “Remote Participation Policy.” He will scan the draft policy and send to Board members to discuss at the next meeting.

The next virtual meeting will be Tuesday, December 15, at 7 pm.

A motion to adjourn was made at 8:15 pm by Kathleen Reynolds, seconded by Eileen MacDougall.

Submitted by,

***Gloria Corcoran***

Gloria Corcoran

Administrative Assistant

Documents used at the meeting:

Library Statistics and Financial Report from October 2020, Library Director's Report and the  
FY22 Action Plan