



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, July 28, 2020, Virtual Meeting 7 pm

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

Chairman Jeff Nussbaum called the meeting to order at 7:03 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 June 16, 2020**

Motion was made by Eileen MacDougall to accept the minutes of June 16, 2020 as amended with a second by Kathleen Reynolds. Roll Call: vote to accept: Eileen MacDougall, Kathleen Reynolds, Jeff Nussbaum, Don Pearson, Jim Lemay abstained, motion passes.

### **Financial Report and Statistics June 2020**

The Financial Expenditure Report for FY20 and June Statistical Report were reviewed discussed. Mrs. Stewart noted that the MBLC is waiving the hours requirement and materials expenditure requirement due to the closure of libraries during the state shut down. Motion was made by Jim Lemay to accept the Financial Report as presented, seconded by Don Pearson. Roll Call: vote to accept: Jim Lemay, Don Pearson, Eileen MacDougall, Kathleen Reynolds, Jeff Nussbaum, motion passes.

The Circulation Statistics Report for June. Kathleen Reynolds made a motion to accept the report, seconded by Jim Lemay. Roll Call: vote to accept: Kathleen Reynolds, Eileen MacDougall, Jim Lemay, Don Pearson, and Jeff Nussbaum, motion passes.

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

Mrs. Stewart reviewed the plans for Phase 3 of reopening the library. During this phase, the library will be open to the public with restrictions on the number of individuals using the library space at one time. Appointments are needed for browsing and use of public computers, printer/copier, and fax machine. Kathleen Reynolds asked about enhanced cleaning. Mrs Stewart noted that Public Buildings Department has provided the library's custodian with an electrostatic disinfectant sprayer that will be used in the evening as part of the cleaning process. Kathleen Reynolds commended the library staff for the services they are providing during the pandemic and for developing plans for the next phase.

Mrs. Stewart noted that she received 71 applications for the position of Assistant Children's Librarian and 24 for the Marketing Librarian. The interview and hiring process is almost completed and the positions should be filled by late August or early September. Eileen MacDougall inquired whether the town was making any efforts to recruit applicants of color. Mrs. Stewart indicated that she was not aware of any such initiative at this time. Eileen also asked if the Mass Board of Library Commissioners was taking any action on this matter. Mrs. Stewart will check with the MBLC and forward information.

## **Old Business**

### **Stairwell Renovation Project**

Furniture has been delivered for second floor room and the Plexiglas safety barrier has been installed. We are waiting for Andy Barr to do the final walk through of the project.

### **First Floor Meeting Room Update**

Mrs. Stewart met with Superintendent of Public Building George Hooper and the sales rep for KI Furniture to review the plans for the first floor meeting room. Expected installation time is early October.

### **Peggy Kane Reading Garden Update**

Mrs. Stewart met with the sales rep from Back Bay Sign who recommended mounting a plaque on a boulder. She is working with DPW to find the right size boulder.

## **New Business**

### **Staff Room Renovation:**

Mrs. Stewart indicated that she would like to update the Staff Room using the Barbara Johnson Trust Funds. The updated renovation will include two sinks – one utility sink for cleaning craft supplies and one regular sink for cleaning dishes, plus new cupboards, counter, flooring and furniture. Estimated cost - \$10,000. Jim Lemay noted that he did not want to use the Barbara Johnson Funds for this purpose but would prefer to use state aid funds. Other Trustees concurred. Jim Lemay made a motion to use up to \$10,000 of the LIG/MEG funds to renovate the staff room, seconded by Eileen MacDougall. Roll Call vote: Jim Lemay, Eileen MacDougall, Kathleen Reynolds, Don Pearson and Jeff Nussbaum approved.

Mrs. Stewart asked if Barbara Johnson Trust Funds could be used to procure a statue of frog reading a book for the Peggy Kane Reading Garden. The Trustees agreed but would like to see a better photo and determine if the statue could be secured in some way. Mrs. Stewart will provide this information for the next meeting.

## **Public Comments – None**

### **Trustee Comments**

Jeff Nussbaum asked if the heating and air conditioning units at the library have been sanitized via ultraviolet light. Tina asked Jeff to write her an email about the system he recommends so that she can forward the information to George Hooper. He also inquired about wanting to renew Overdrive e books. Brad said that Overdrive allows books with no wait list to be renewed.

The next virtual meeting will be Tuesday, September 22, at 7 pm.

A motion to adjourn was made at 8:20 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 June 2020 and Library Director's Report