

**Stoneham Public Library
Board of Trustees Meeting (VIRTUAL via GoTo Meeting)
April 27, 2020**

Attending: Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Director Langley. Also, May Fortin, Debbie Cunningham, Angela Binda, and Matt Sowrdya.

Call to Order: 7:33

Approval of Minutes and Statistical Reports: Motion to approve minutes: Fixman, 2nd FitzGerald. Unanimous. No statistical reports; last meeting was only two weeks ago.

Discussion of Progress, Programs and Services during pandemic: The Director has been in touch with Amy at Stoneham TV and Megan Day at the Chamber of Commerce. They will share the library's in-house videos including May's tutorials and Rachel's songs. Amy is also willing to film any upcoming library programs. Other libraries don't seem to be concerned about any copyright issues, so we are following their lead. An online newsletter is coming with reviews by staff of books they recommend or shows they've been watching. The plan is to have one every two weeks as long as there is enough substance. May will be producing a Zoom tutorial on how to record a book review.

Discussion ensued about the status of the library website and how it could be made more user friendly. Also noted was a request to replace the outdated information about the library's closing during the pandemic.

The Director, with guidance from NOBLE, is reviewing various meeting platforms to find the best fit for the library. In particular, what would work best for staff meetings, book clubs, and trustee meetings.

Bruce has been checking on the building several times a week and Brian McNeil, the Facilities Manager, is purchasing an electrostatic disinfectant sprayer for the town. The Director is considering purchasing another one (\$1500) for the library.

Reopening Procedures/Plans: The Director has attended two virtual meetings with the MBLC regarding state aid and state certification. All libraries will be certified regardless of reaching the spending and hours of service requirements because of the emergency. The TA announced that there will be a budget shortfall and there is currently a spending freeze. The Trustees voiced concerns that the library budget not be cut disproportionately to other Town department budgets. Next year, the MBLC is expecting many towns to apply for waivers due to expected budget cuts. Also there is state-wide concern that libraries may reopen on varied dates perhaps causing overcrowding. The recommendation is for libraries to reopen collaboratively by region. It was noted that state aid money cannot be used to fill a budget shortfall; the Town is required to support the library.

The Director is working on an official reopening plan which will include details on disinfecting the building; acquiring and using masks, gloves, and wipes; how to safely reopen the book return and quarantine returned items; and how staff may practice social distancing while attending to their duties. Upcoming meetings of the Select Board and the Board of Health will further influence any reopening plans. Discussion continued with Rocco requesting that the staff be encouraged to comment on any plan. Debbie announced that NOBLE is having a meeting on reopening and several staff members will be attending. Future services may include curbside pickup of Stoneham titles and shut-in delivery service. Before reopening, the elevator needs to be repaired again. The Town is waiting for all the service contracts in town to expire and one company will be awarded the elevator contracts for the entire town.

Whatever the reopening looks like, all are in agreement that the details need to be well publicized. The library website, the Town website, Stoneham TV, the Chamber of Commerce and perhaps a robocall will be utilized to get the word out to our patrons.

New/Other Business: There is an issue with the administrator password for the library's Facebook and Instagram accounts. Further outreach to solve this problem will happen. Kathryn suggested the Trustees set a new policy regarding social media with the Director as Administrator and some staff having content and editing privileges.

GroundMasters has done a spring cleanup of the landscaping. Bruce has been checking on the leaks. There was 2.5-3 gallons of water where the repairs had been done. Brian has been asked to also check-in. Going forward, attention needs to be paid to who has access to the building in an emergency. The fire department could install a lockbox for its use. It was recommended that we ask Brian to attend an upcoming Trustees Meeting to address our concerns about building cleanliness. It may be more work than a part-time custodian can keep up with.

Next Meeting: May 11, 2020 (Virtual via Go To Meeting)

Adjournment: 8:56 Motion to adjourn: Francis, 2nd FitzGerald. Unanimous.