

**Stoneham Public Library  
Board of Trustees (VIRTUAL) Meeting  
April 13, 2020**

**Attending via Go To Meeting:** Ciccarello, DiPietro, FitzGerald, Fixman, Francis, Rora, Director Langley, TA Dennis Sheehan, Angela Binda, Maureen Saltzman, May Fortin

**Call to Order:** 7:33 Roll call of attendees.

**Approval of Minutes and Statistical Reports:** (Moved to later)

**COVID-19 Updates of Town Issues:** TA Sheehan updated the Board on the latest Town cases of the virus and a timeline of what the Town has done with closing and/or limiting access of town facilities. The Board of Health is updating via the Town website with cases reported every Tuesday. The MMA is keeping the Mayors and TAs of any state-wide updates.

**COVID-19 Library Updates:** Director Langley updated the Board to what's been happening since the library closed to the public as of March 13th. The following week, Nicole and Bruce went in every day and cleaned and communicated with the public via email or returning phone calls. Some staff members were able to work remotely and have successfully accomplished several initiatives. Maureen hosted a Zoom meeting with her book group. May organized several tutorials on the various databases and is hoping to see a spike in their use. Angela has been "cleaning up" Evergreen data and researching online exercise classes for children and adults. Rachel entertained us with her ukulele and songs. Tim is helping May with Makerspace research and checking for best practices. Matt is checking to see what's happening with other libraries and what popular hashtags are trending. Katie is keeping track of what Simmons is recommending for libraries. Deb issued multiple provisional library cards and is active promoting the library on the Friends of Stoneham website. Other staff members are volunteering to help at the senior center and one is keeping a COVID journal.

Trustee Francis questioned whether Rachel's ukulele videos could be uploaded to the website since not all our patrons are on Facebook. May will post these.

Trustee Ciccarello asked for an update on expanding our Social Media footprint. The Director recently attended a program on this subject and has plans to make our Instagram account public shortly. This is part of her marketing plan she has been working on in addition to the strategic plan. Rocco added that the strategic plan now needs to include information on handling future emergencies like our current situation.

Most staff (13 out of 17) attended today's virtual staff meeting. These will be done weekly. Nicole attends department meetings every Monday.

**COVID-19 Future Plans:** Board meetings will be held virtually, still monthly unless an emergency. Dennis suggests we start thinking about what reentry will look like and discuss any possible staff concerns. What will the transition look like? In the short term, curbside pickup of reserved titles may be possible. Until ILL is restarted, titles will be limited to Stoneham's collection. PPE will be ordered for staff. Rocco also suggested we need to think strategically about people congregating in meeting rooms. If necessary, portions of the summer reading program could be done virtually with curbside pickup of the prize beads. Some entertainers may also be willing to perform virtually. Other future plans include Nicole doing a book review blog, Maureen continuing her Zoom book group, and May producing an online tutorial about Gmail. Jane asked about teen outreach and Rachel, Pat, and Katie are working on plans for

an online book group. Maureen also reported that Hoopla allows multiple simultaneous use of one title so an entire book group has easy access.

At the weekly town department meetings, Dennis gives a two-week future outlook. He encourages us to think about two phases of reentry: Letting staff into a closed building, and Opening to a certain number of people at time. Dennis also reported that there is state legislation coming regarding town elections and town meetings.

**New/Other Business:** The elevator has failed inspection. Nicole is waiting for a repair estimate. This maintenance is essential to get done before reopening.

**Approval of Minutes and Statistical Reports:** Motion to accept minutes: Francis, 2nd FitzGerald. 5 in favor, 1 abstention. Motion to accept statistical reports: Francis, 2nd FitzGerald. Unanimous. (Both roll call votes.)

**Next meeting:** April 27th. (2 weeks, due to current emergency.)

**Adjournment:** 8:48. Motion to adjourn: Francis, 2nd FitzGerald.