

**Stoneham Public Library
Board of Trustees (Virtual) Meeting
May 11, 2020**

Attending: Cicarello, DiPietro, FitzGerald, Fixman, Francis, Rora, Director Langley. Staff members: Binda, Cunningham, Fortin, Saltzman

Call to Order: 7:31

Approval of Minutes: Motion to approve: Fixman, 2nd FitzGerald. Unanimous.

Approval of Non-traditional Statistics: There has been an increase in the number of “likes” on the FaceBook page indicating more traffic. Question from Trustee Francis whether there has been any remote reference being offered to patrons. Most online requests have been for library cards and PIN numbers.

Equipment and Other Purchases: Currently there is a budget freeze. No word yet from Facilities Director yet about disinfecting sprayer. He is willing to come to our next meeting. We will hold off on a purchases of our own sprayer. There are a number of purchases pending: Summer reading program items, potential virtual author programs, automatic author subscriptions, Hoopla, other regular subscriptions and the upcoming elevator repairs. Monies needed for emergency supplies will go through the Board of Health with a special line item. We currently have 200 masks and enough PPE for two weeks for staff use. Trustee DiPietro requested that the Director solidify the plan for acquiring additional PPE for the staff. There is \$50,000 left in the book budget. Certification-wise we will be fine even if we don’t spend any more.

Reopening Plan: The Director had forwarded a detailed draft of the Reopening Plan for our perusal. This plan is similar to plans surrounding libraries are using with guidance from the MBLC. Various phases are noted with timelines flexible. Question from Trustee Fixman about the safety of returned books. Items will need to be isolated. Other questions/concerns from trustees include whether we can get an Acorn subscription, a residential [ancestry.com](https://www.ancestry.com) account, and are we connecting at all to the schools. The Director will look into Acorn and Ancestry and Rachel has been in touch with the middle school librarian about potential virtual programs. Other staff commented that the plan seems well thought out and they are anxious to get back. When the staff comes back they will be asked to look at the physical arrangement with an eye toward physical layout, processes and procedures. The first “shifts” of staff returning will be half days with 5-6 people. The plan is purposely flexible and subject to change as we see what happens and what the needs are. The main concern is that everyone feels safe returning to work and ultimately reaching a comfortable new normal. We need clarification from the TA about what we may be allowed to spend in order to open. Items pending are: library cell phone, laptops, and bags for curbside pick-up.

Other Business: New staff contributions/ideas include Jayne Leland making Irish soda bread on the webpage, May getting a grant from the Mass Cultural Council for Songbirds of the Northeast, and Maureen highlighting books from Overdrive on resiliency. May is also soliciting movie reviews from staff to post. Rachel has offered to handle some of the social media since she has experience in that field from her prior job.

Next Meeting: June 1st (virtual)

Adjournment: 8:51. Motion to adjourn: Fixman, 2nd FitzGerald. Unanimous.