

Langley Adams Library
Board of Trustees
Meeting Minutes 06/03/20

TOWN OF GROVELAND
2020 JUL 22 PM 2: 08
TOWN CLERK
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Attendance: Jay Collins, Mary Lou Costello, Barbara Gauvin, Charles Herman, Jamie Koulouras, Kathleen Prunier, Laurel Puchalski, Lee Thomas and Director Darcy Lepore
Member of public, Jan Dempsey, was present.

Meeting was conducted via "gotomeeting" conference call. Meeting was not recorded.

Call to order at 6:00 p.m. by L. Thomas on a motion made by K. Prunier, seconded by C. Herman

Minutes

- Minutes of 05/05/20 were approved by majority vote on a motion made by K. Prunier, seconded by C. Herman. B. Gauvin abstained, as she was not present at said meeting.

Director's Report (see attached)

- Discussion held about re-opening the Library for curbside pick-up on June 29 as per plans from the BOS and BOH. D. Lepore will ask if there is a possibility of starting earlier.
- Staff are developing plans for reopening.

{B. Gauvin was disconnected from meeting}

Treasurer's Report

- As acting Treasurer, C. Herman discussed Bartholomew holdings.
- All Treasurer's information will be handed over to Chair L. Thomas, as this was C. Herman's last meeting on the Board. New Treasurer will be voted in at next meeting and then bonded as required.
- Board thanked C. Herman for his years of service on the Board.

Membership

- C. Shramko sent his letter of resignation from the Board.
- Jan Dempsey has offered to fill his position. L. Thomas will make the recommendation to the BOS.
- A reminder to write-in candidate Board member J. Koulouras, as she is interested in remaining on the Board.

Other

- Discussion held as to possibly holding our next meeting outdoors at the Library, rather than a virtual setting.
- Next meeting will be held on June 24 at 6:00 p.m, location TBD.

Meeting was adjourned on a motion by J. Koulouras, seconded by C. Herman and unanimously voted at 6:34 p.m

Respectfully submitted, Laurel Puchalski, Secretary

**Langley-Adams Library
Director's Report
June 3rd, 2020**

Statistics

May Hoopla Usage: 49

May Kanopy Usage: 7

Overdrive: Groveland's Overdrive use increased from 485 uses in April to 579 uses in May. The consortium's total increased by 2,236 uses between April and May.

Programming

Many story times have been recorded and will debut this month. Links will be shared on our social media, our website, and our email newsletter. These story times are posted on the Library's YouTube channel, so the links to these programs can be shared easily.

Sue is planning to start debuting her speaker programs live via Zoom toward the end of June. She is currently working with staff and presenters to perfect these programs.

Warrants

20-45 \$383.07

Total \$383.07

Curbside Plans

The Board of Selectmen and Board of Health have given the Library a tentative date of June 29th to open for Curbside Pickup. Tentatively we will begin with full time staff at the library four days a week. The full time staff and I have been working together to develop a plan that works for us as a library and our patrons. A few points to emphasize:

1. Calling ahead – Either the patron will call ahead of coming to the library, or staff will call them for something they may have on hold. Patrons can also call from their cell phones when they are in the parking lot.
2. A plastic table will be set up outside where the items will be replaced (on good weather days). For those who have trouble walking or just need assistance, arrangements can be made for staff to go directly to the patron's car to drop off materials.
4. All full time staff, myself included, will take turns handling patron calls and materials.

Other COVID-19 Re-opening Details

Tentatively, all staff should be returning to a 5 day a week schedule on July 20th

I have been working on purchasing PPE for the library. Two free-standing plastic shields have been purchased for the desk, as well as extra wipes. I will continue to monitor Quill and Amazon for useful PPE to make both staff and patrons feel more comfortable and keep everyone safe.

All items being returned will be quarantined for 72 hours. Returned items have been quarantined since we closed in March, and we will continue to do so until we are no longer in a state of public health emergency.

Other

The New England Aquarium pass is up for renewal. It is \$650. Prior to the pandemic, it was our most used pass and will likely continue to do so when museums open again. We have until July 31st to send in the renewal, so if the Board would like to meet at the very beginning of July when we know more, that is a possibility.