

## Lawrence Library Board of Trustees - Meeting Minutes May 19, 2020 Virtual Meeting

**Attendance:** Pen Burnham (Chair), Carol Case (Vice-Chair), Ramona Reed (Secretary) Fred Kobs, Bob Kowalski, Lyn Warwick, Deb Spratt (Library Director) Guest: Pat Payer

The meeting convened at 7:10 pm. Carol Case made a motion, seconded by Lyn Warwick to accept the meeting minutes from the March 10, 2020 meeting. These were reviewed and unanimously accepted.

### Accounting:

- FY 2020, Bills Payable and Budget were reviewed. Budget not expected to go over; materials purchases were frozen per Town. Library has not incurred too many expenses for COVID19, just cleaning/safety supplies which will be expensed separately to the Town for reimbursement by a special fund.
- FY2021 Budget was submitted to the Town, and to date no further adjustments have been made. The warrant for Monday library hours planned for this Spring Town Meeting will be delayed until next Spring, 2021 Town Meeting.

### Statistics: Summary from March 17, 2020 – April 30, 2020

- Overdrive: 3,255 (+38%); Boopsie: 89 unique users, 3601 downloads
- Webpage: hits 14,533, pages viewed 30,431
- FaceBook: Page views 1,507, Post reaches 1,988, Post engagement 2552, Video engagement 3,247

### Personnel:

- Union agreed to keep contracts in place for another year due to the COVID19 pandemic

### Building:

- Library boilers had issues. Deb Spratt received a quote from contractor, Guardian, who will come to work on them on Fri, 5/22/2020. Pen Burnham will consult with them.
- Tree stump from a tree that was removed was ground up; debris needs to be removed
- Library building is being thoroughly cleaned and prepared for the return of staff

### Other:

- Re-opening: Governor Baker has allowed libraries to re-open during Phase II of the State's plan. Deb Spratt advised the Library will have masks, aprons, gloves, and cleaning supplies for the staff only, for Phase I. Also, 2 Plexiglas shields will be installed at the Circ desk; a center one should be ordered and hung before opening to the public.  
Other considerations:
  - Phase II might be by appointment only; Deb is still thinking about whether computer use should be allowed at this time
  - How many patrons to allow in at once and for how long
  - Will the Library be required to take patron temperatures? (a qualified person needed?)
  - When to clean materials loaned and returned
  - Hours to be open (should Saturdays be open?)
  - How long will cleaning and safety gear last, depending on quantity of patrons
  - Library will not be doing "tracing" due to ALA laws unless further mandates come from the State
  - Inter-Library Loans are an important element and will need to be reviewed

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- Cyber training for staff is on-going
- Staff working from home have been developing Library virtual programs, curbside pick-up procedures and other remote services. Also, Library staff have been reaching out to certain patrons to check in. Pat Payer reported that people have appreciated this and are looking forward to the Library re-opening
- Friends of the Lawrence Library update
  - FLL are preparing for officer elections for next year
  - FLL looking at getting a POD donated for books; this will be stored in the back driveway because the book sale was postponed. This is to help keep donations coming in
  - FLL funded the reseeding/aeration of the front lawn
- Greens Brook Trail – Storybook boards are installed thanks to Paul Peavey (paid for using Mahoney funds for materials; Paul donated his time/labor)

Fred Kobs motioned to adjourn the meeting and Lyn Warwick seconded. By unanimous vote, the meeting was adjourned at 8:40 pm.

Respectfully submitted by Ramona Reed, Secretary, Lawrence Library Board of Trustees