

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
May 21st, 2020
Virtual Meeting, 6:00 P.M.
MINUTES

1. Meeting Call to Order at 6:03 PM: Roll Call
Nick Bellows, Ward 1, family present
Steve Maimes, Ward 2
Candy Bailey, Ward 3
Lori Chick, Ward 4
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's designee
Brian Sylvester, Director.
2. Acceptance of the Minutes of the March 5th 2020 Special Meeting: CB1, PH2, unanimous vote to accept.
3. Treasurer's Reports
Budget freeze extended through the end of the year, Brian asking for permission to spend previously approved funds. He has put in a request for supplies to support curbside operations, e.g. rolling carts. Will end the year with a surplus due to crisis. Caution: with the Library closed, there is absolutely no revenue to the Special Account, so they won't spend anything from that account to avoid a budget problem next year. City doesn't know if tax revenue will fall short, which is why the budget freeze is extended.
4. Friends of the Library Report
The Friends will fund an e-book reader as a grand prize, also funding for summer reading program. Normally this might be a Hilltop Fun Center pass or ice cream or such. Due to the crisis, the Friends are reluctant to go out to local businesses to raise funds as they normally would. Social meeting will be rescheduled to the fall, Sweet Art skipping until next spring.
5. Communications from the Library Director
 - a. COVID-19 Response review
A written report is forthcoming, not yet ready. The Library building closed on March 16th, with services completely remote on March 23rd. Most programming is virtual now, expanded borrowing for online collection, facilitating virtual access to library cards. Next big project is figuring out curbside access.
We need to create a new normal in which full staff is back by June 8th. Shifting shifts so there's no equipment sharing. Plexiglas shields going in. Revenue office opening May 27th. City Hall opening following week, by appointment only. Status of employees on leave due to child care: extended FMLA leave of 12 weeks due to COVID-19 is "508 time". Leave already taken counts towards those 12 weeks. Once the remaining time is used (about 3 weeks), we must look at furloughs – but the City doesn't yet know what that looks like, since the collective bargaining agreements in force only talk about layoffs.
Two people are affected by this for child care specifically.
LC: At the shipyard, we have a rotation system: staff coming in are working longer hours, we don't have the volume of people and less cleaning.

PH: Excellent idea, may find that works better even later.

BS: Peggy has the largest staff, she sent around an impressive plan. I'm pleased with the way staff is addressing it.

- b. Upcoming virtual programs
Ran out of time to prepare

6. Old Business

- a. None

7. New Business

- a. Pandemic Policy

3-week grace period extended, maybe to fall, TBD

The City is phasing out remote work, so the policy needs amendment.

Not going to require staff to wear mask entire shift, except when public-facing and working closely with each other. Screening data will be kept in a HIPAA-compliant database.

Discussion of the nature of screening, hopefully not involving taking patrons' temperature.

Delete the policy wording about Trustees retroactively ratifying Library Director decisions.

Add a note that this policy applies to the current pandemic.

PH1: Move to provisionally accept Pandemic Policy with edits as recommended at this meeting, with final approval next meeting.

CB2: Second.

Nick Bellows, Ward 1: yes

Steve Maimes, Ward 2: yes

Candy Bailey, Ward 3: yes

Lori Chick, Ward 4: yes

Pam Hubbard, Ward 5: yes

Bruce Jolin, Ward 6: yes

Nat Goodspeed, City Manager's designee: yes

- b. Phase one: Building access for staff

Seeking provisional approval for the plan. Edits mailed out earlier. Staff returning by June 8. Open 5 days a week instead of every other day. Some staff May 26.

Still planning curbside M,F 9-1, W 3-6: specifically, curbside pickup of holds that are already on hold shelf now.

Open question for phase two: how to submit new curbside requests? Dover offers a web request form, Sierra has a feature to put a hold on an available item.

NG: I've been wishing for a long time for the ability to put a hold on an available item.

Discussion of unlocking book drops, the risk of materials dumped on the ground when a book drop is full. DVDs and cases can be washed, vs. books and magazines which must be quarantined for 72 hours. Suggestion of an extended grace period, during which no one is fined. Senior hours mentioned, but Brian has not yet had that discussion. No motion because (a) there is much in the plan document not yet discussed and (b) what was discussed must already be substantially revised.

- c. Hours/staffing

It was suggested that reduced Library hours might necessitate reduction in staff. However it was pointed out that before COVID-19, the Library was understaffed: Brian was having trouble juggling schedules to cover the existing hours. Reducing service hours was contemplated as a possible mitigation – now that has been forced on us. The new problem might actually help address the previous problem.

8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
None
9. Other
10. Adjourned at 7:37 PM.
Next meeting will be June 16th, 2020 at 6:00 PM.