

**Director's Report as of June 9, 2020**  
**Respectfully Submitted, Bernadette Rivard, Director**

Date of last Director's Report, May 13, 2020

**Update on the Coronavirus Response**

Library closed on March 14th

Staff reported March 16-18th

Closed to public and staff since March 19<sup>th</sup>

Staggered staff returned to the building on 5/11

All staff returned to the building on 5/18

Curbside pickup of library materials began on 6/1

- Bookdrop has been closed since the 3/16 and we will not accept returns until statewide delivery resume. There are signs of progress on this front, and we are hopeful delivery will resume within a couple of weeks.
- No fines will be charged for materials until at least 30 days after we reopen.

The Library Reopening Subcommittee (Nicole Buckley, Amy Bartelloni, Bernadette Rivard, Cecily Christensen, Steve Fowler, Anne Kuncewicz and Barbara Pacak) have been meeting periodically to work on a phased reopening plan for library services. We have identified 4 phases. We are currently in Phase 1. We have no timelines on any future phases at this point.

Phase 1 - Curbside Service – Staff only with curbside pickup of limited circulating collection materials, as well as curbside printing and faxing services. What materials are available will be depending upon the status of MLS delivery service. Started on 6/1/2020.

Phase 2 – Grab & Go – Patrons will be permitted in the building with access to a very limited area of the building. High interest collections will be moved to the open area. All other areas will be closed to the public. Staff will retrieve items for patrons that are not in the high interest area. Number of patrons admitted in the building at one time will meet requirements based on the square footage of the open area. VERY limited patron access (by reservation) for computer or other vital needs (including applying for unemployment, updating resumes or job searching). Earliest this will begin is July 6th

Phase 3 – Essential Service – Restrict number of patrons in the building based on revised occupancy limits and resume essential services that can be resumed while maintaining social distancing.

Phase 4– Normal Operations – Return to all normal operations that were offered before the pandemic.

**#1 A complete draft copy of the plan is in the meeting materials and at this meeting I would like to propose that we adopt Phase 2 of the Plan. We still need to plan the press release for Phase 2**

**Staff Update**

- All staff is back working at the library. FT staff are doing at least 32.5 hours per week, PT staff range from 6-12 hours.
- The phone is answered Monday and Thursday from noon to 6:30 pm and Tuesday, Wednesday and Friday from 12-3 pm
- Staff has been working on fulfilling curbside pickup orders, processing new materials that have been ordered and continuing working on virtual content for programs and social media postins.

**Programs**

In May we held 3 virtual programs on the Zoom platform. A Mother/Daughter Book Club, facilitated by Diane, that was attended by a total of 8 people. An adult book discussion group facilitated by Cecily was attended by 12 people. And we held our first outside performer Zoom session with Jeff Belanger, New England Legends. It was attended by 78 people, most of who stayed for the entire session. Overall it worked well, and it was good to get our

feet wet with Jeff who we have worked with numerous times in the past. This might be the future of library programming for a while.

### **Bellingham Then & Now Book**

The print copies of the books ordered prior to April 30th have been received and delivered. Those ordered by credit card in May are on order for June delivery. At the end of each month I'll place an order for those ordered by check or credit card for delivery within 8 weeks of ordering.

### **Budget**

#### **FY20 Budget:**

- We are 94.2% through the year and have spent 91.09% of the budget. The breakdown is in the meeting materials.

#### **FY2021 Budget**

A revised FY2021 budget is attached. The good news is that the \$57,500 cut that the town asked us to make was based on our proposed FY2021 budget, not our FY20 budget so we were able to add some funding back into the part-time line items. This will greatly alleviate stress on the budget for the fiscal year. Basically, our FY2021 budget has brought us back to the funding we had in FY2018. We will be required to file for a waiver to obtain state aid, but I've been assured by Mary that the cut is not disproportionate, so the waiver should be granted.

### **Trustee Update**

Jeanne Babin the newly elected library trustee will be moving from Bellingham and has declined to be sworn in. Larry Sposato, Town Clerk is verifying the process but last time this happened the town accepted applications and the new person was appointed by a joint decision of the Library Trustees and Board of Selectmen.

### **Mask Policy**

Before we open to the public, we need to have a very clear mask policy and procedure set up so that we know what to do if someone comes into the building and is not wearing a mask. I have purchased a supply of masks with funds from the gift fund that we can offer to people who come into the building not wearing one. My concern is what we can or cannot do if they either refuse or say they have a medical condition that prevents them from wearing one. I am hoping that there will be a town wide policy adopted, but if there isn't, I think whatever we decide we want the policy to be will need to be vetted by the Board of Health and possibly Town Counsel. I would like to work on a draft policy that we can present to the Board of Health and Town Counsel if there is not a town wide policy. I think this can be done by our Reopening Committee over the next few weeks.