

Submitted by: Carol Bird

Present: Library Staff: *Bernadette Rivard and various additional members*

Library Board: *Amy Bartelloni, Carol Bird, Rebekah Tracy, Nicole Buckley, Laura Howard*

Location: Remote Zoom meeting

Next meeting: May, 14 2020 at 7pm – tentative

Approval of Library Invoices for FY20

	03/26/2020	4/9/2020	4/23/2020
Building Maint & Supplies			
Books & Periodicals	3837.74	4075.12	2549.40
..Dues & Memberships			
Electricity & Gas		1113.39	
Equipment Maint Costs		81.98	
LSTA Go Local	2000.00		
Gift Fund	162.55		228.43
Office Supplies	145.20		
Janitorial Supplies	359.47	229.05	133.39
Technical Maint Services	278.67		
Users Fees	744.01	185.31	157.50
Total	7527.64	5684.85	3068.72

Meeting was called to order at 4:05 pm by Nicole Buckley.

Introduction to remote meetings

-Nicole Buckley read aloud an Introduction to remote meetings.

-This Open Meeting of The Bellingham Library Board of Trustees was conducted remotely, and it was consistent with Governor Baker's Executive Order of March 12, 2020, given the current State of Emergency in the Commonwealth due to the COVID-19 outbreak.

-Nicole Buckley read aloud ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

Laura made a motion to approve the minutes from the March meeting. Carol seconded. All in favor.

Financial Reports

-Bernadette read aloud bills paid, which were provided in the meeting materials to meeting participants.
-There has been no income because staff haven't been in the library, and therefore no money has been collected.

Update on the Coronavirus Response

-The last day the library was open to the public was Saturday, March 14, 2020. Staff reported on Monday through Wednesday of the following week and we offered curbside pickup of on hold items that were in during those three days we were closed to the public.

-Closed the book drop since we've been closed to the public because: statewide delivery was cancelled; we'd have no way to return materials to other libraries; did not know/do not know how long the virus could live on books.

-Many of the actions we took between March 6th and our closing date will be helpful when we reopen. They include:

- Boxes of Kleenex are now located throughout the building for public use as the recommendation is for people to sneeze into a Kleenex and throw it away.
- Sanitizing wipes are located on the computer stations so people can wipe down their keyboards or other surfaces before and after using them.
- Additional Purell stations were added outside the community room and in the children's program room. We already had wall mounted dispensers in the teen room, near the public computers, in the children's room and exiting each rest room.
- We have moved trash barrels in the rest rooms near the doors so if people use a paper towel to open the door to exit, the trash barrel is there to deposit it in.
- We purchased a few trash barrels that have a step to open feature instead of having to lift a lid to throw trash away. Most of the baskets in our public spaces are open.
- Luckily our doors now have the wave to open feature so there is less doorknob touching there.
- The custodian is sanitizing all flat surfaces, doorknobs and other places people routinely touch daily, but it is impossible for us to do it all day long. We will look to the Board of Health on how to best address this issue.
- Added "wash your hands" signs in all of the rest rooms
- Added CDC information signs to entry white board
- Removed all shared toys from the children's room
- Stressed with staff not to come to work with cold or flu symptoms (cough, runny nose, fever, etc)
- We have purchased a new self-checkout station that will be set up before we reopen.

Facility

-Bernadette is meeting with the library's custodian, Jim Maher, and Bruce Wilson of the Bellingham Board of Health, to review safety measures that must be taken in order to safely reopen. Bernadette will report on the results of that review at our next meeting.

-We had planned on going to fall town meeting for funds to Rhinoshield the exterior of the building.

Once we hear from the town on funding for projects in the fall, Bernadette will update at a future meeting.

-We can still move forward with the fall plan for the BVT students to vinyl side the two portions of the building as that project is slated to be paid out of our state aid funds and will only be cost of materials, which should be under \$1,000.

Programs

-Mass. Memories Road Show is postponed until the fall, date not set.

-Memorial Day Parade has been cancelled.

-Resuming programming upon reopening is unknown. We will err on the side of caution and may enact policies stricter than state mandates.

FY19 LSTA Grant Application & 300th Anniversary Update

-An interim report on the Go Local Grant was due at the MBLC on April 15th and was submitted.

-Pam Johnson is putting the final touches on the Bellingham Then and Now book and we are hoping it will be available for purchase on Amazon in mid to late May.

Staff

-All staff members are working from home.

-Bernadette is reviewing voicemail and email messages from patrons and forwarding them to the appropriate staff to help patrons. Most of the emails have been about library cards, pin numbers, or access to online resources.

-Steve has been making children's videos

-Staff have been writing book reviews on Instagram.

-The staff is working on webinars and other continuing education opportunities that are being offered by MLS, MIIA, MBLC and other library sources.

-FT staff is being paid out of the municipal budget. PT staff, since the shutdown, has been paid out of state aid.

Unaccompanied Adults

-Amy made a motion to approve the second reading of the Unaccompanied Adults policy for the Children's room and Teen Room. Carol Seconded. All in favor.

FY20 Budget

-We are 80.76% through the year and have spent 80.67% of the budget.

-However, the town has put a spending freeze on all non-essential spending with the hope that departments will not spend their full budget allotment. Also, MBLC announced revised policies about the materials expenditure requirement due to the state of emergency.

-This and other factors mean it's possible we may be able to return between 10K and 20K to the town at the end of the fiscal year.

FY2021 Budget

- We have not yet received any directive on revising our FY2021 budget request.
- Bernadette is am working on revised budget scenarios so that we can be prepared for whatever cuts could potentially happen.

Trustee Subcommittee

- Nicole made a motion to form a subcommittee to make future decisions should the need arise, and Amy volunteered to join it. Carol made a motion to approve. Rebekah seconded. All in favor.**
- Next month's meeting will take place on May 14th at 7pm, or we will appoint the subcommittee to confer in lieu of a meeting.

Meeting was called to a close by Nicole Buckley at 4:25.