

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: July 30, 2020
Joshua Hyde Public Library Main Floor

Chair Joyce Sinnott called the 30 July 2020 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 5:02 pm. Attending were Rebecca Celuzza, Jessica Colati, Melissa Earls, Sandy Gibson-Quigley, Stephen Mullen, Dave Peterkin, and Library Director Becky Plimpton. Attending remotely was Carol Mitchell. When checked, there were no listeners on the Town's meeting call-in phone line.

Chair Sinnott read the mandatory statement that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting law, G.L. c. 30A Section 18, and the Governor's March 15, 2020 Order the meeting would be conducted via remote participation to the greatest extent possible.

Minutes:

The minutes of the June 11 2020 meeting were approved with one pen-and-ink change.

Librarian's Report:

Building Issues:

- The library is being prepared for the time patrons will be able to enter the building for limited browsing. This will start 11 August. There will be a maximum of four individuals permitted in the building at one time, and on the first floor only. Timers will be used to help remind patrons of the 30 minute maximum visit times.
- While sneeze guards were ordered, they did not fully meet our needs so new ones designed for permanent installation will be made. Stanchions, floor decals, and other items needed for the 11 August opening are being secured. Robyn is helping out with all this.
- Computers will be moved from the tent outside the building to the basement.

Programs:

- On 22 July the Library held a virtual KonMari organization workshop via Zoom. 8 people were in attendance.
- The Summer Reading Program has started for all ages. Children and Young Adults can use the online program Beanstack to register and keep track of their reading. Adults have a game board available for download to keep track of books read. It is also being put into people's curbside bags.
- There is a cooking class demonstration coming up in August in conjunction with the Farmer's Market.

Other:

- All staff are currently working all of their regular hours with the exception of some people who are scheduled for Saturday hours. With the exception of our regular cleaning hours, the Library will be open Saturdays starting 15 August.
- The plan for opening on 11 August is attached.

- The curbside program is very popular with up to 60 patrons per day being serviced. A typical day will see 40 patrons.
- The current plan is to open the top two floors to patrons for regular hours starting on 14 September. This is subject to State regulations.

Meetings:

- Zoom meetings June 16 ,17 ,18 ,19 , 30; July 1, 2, 6, 13, 15, 16, 7, 20, 22.
- Town Meeting June 29.

Financial:

- For FY20 we were able to give back about \$15k to the Town.
- There were no issues with this month's report.

Chair's Report:

- Joyce had nothing to report.

Old Business:

- **Complaint procedure:** The current draft was amended to remove names and specify the Trustee Gmail account as the method of contacting the Board. The amended procedure was approved by the Board. Steve will contact Gina and request that the Board's e-mail be added to the Trustee listing on the Library web site.
- **125th Anniversary:** Sandy is planning on having the first planning meeting during the last week of August.
- **Library Policy review:** Because of social distancing and the road noise from Main Street, it was very difficult to actually discuss the policies. Members of the Board will review the Borrowing and Internet policies and provide their input to Steve. He will collate the comments for the next meeting.
- **Patio:** Sandy checked in with Jean Bubon, Town Planner, about the project. Jean recommended that, because of the uncertainty about just where the property lines are and the Town's setback requirements, the best way to proceed would be to have the Federated Church be a co-applicant for the project. The next step is to locate a plot plan that could be used for laying out possible features and crafting a presentation for the Church.

New Business:

- Diversity, Equity, and Inclusion (DEI) statement. Becky feels that it is time for the Library to have an explicit DEI statement and a formal inclusion campaign to go along with it. The members of the Board agreed wholeheartedly. Becky has examples of DEI statements that she will bring to the next meeting. In addition to the statement, the inclusion campaign would include various signage and social media posts, programming opportunities, booklists, and collection development. Since the Library is looking to revise its signage as part of the recent renovations this will be a good opportunity to incorporate a message of inclusion. Becky contacted two advertising/marketing firms for rough cost estimates and examples of potential signage schemas. The sense of the Board was that we wanted much more of a customized set of graphics even though the cost would be higher than relying primarily on stock images. Becky will move forward with the project and refine the amount of funds needed.

Adjourn: The meeting was adjourned at 6:41 pm.

Next Meeting: The next meeting will be held 3 September 2020 at 5:00 pm.

Respectfully submitted,
Stephen Mullen
Secretary

STARTING TUESDAY, AUGUST 11
Limited Browsing in the library with limited hours

**LIMITED BROWSING ON THE MAIN FLOOR ONLY & COMPUTERS
IN MEETING ROOM:**

Mon, Tues, Thurs, Fri, Sat 12-4pm
Wednesday 3-7pm

CURBSIDE:

Mon, Tues, Thurs, Fri, Sat 10-5pm
Wednesday 10-8pm

What we would need to open the library to the public for limited browsing:

1. Sneezeguards installed at the 2 circulation desks
2. **DONE** - Daily cleaning by professionals (custodians or cleaning service). If we are opening on Saturdays or Sundays starting in October, we would need to include weekend cleaning services.
3. Supplies for staff to clean high touch areas every hour we are open to public
4. In library: caution tape or other ability to rope off the stacks & stanchions for one way traffic flow through the door and near the desk
5. Official occupancy limits on each floor so that we can figure out what 25% and 50% of capacity really is.

How this will work:

1. No bathrooms, toys, or tables. 2 chairs available for sitting if needed.
(bathroom by door would be available by asking staff in case of emergencies)
2. All stacks would be caution taped – staff will help patrons retrieve materials.
One computer would be available to search the catalog.
3. No access to the children's room. A shelving unit of books will be brought up for browsing.
4. Browsing would only be available in the "New" section in the middle of the library and 1 person at a time in the DVD/YA/Audio area.
5. No more than 4 patrons in the library at one time.
6. No appointments, people can show up and will be given a timer by the Gatekeeper set for 30 minutes.
7. Computer access will be provided in the basement – 30 minutes at a time with additional 30 minutes if no one is waiting. 3 laptops & another could be placed outside the door on a table weather permitting. Staff will stay near the door or outside, weather permitting, unless needed.

Staff needed for limited browsing:

1. Checking out at main desk
2. Curbside Delivery
3. Helping patrons get materials from the stacks & wipe down areas
4. Staff member in the basement with computers
5. “Gatekeeper” to manage patrons in and out

JOB DESCRIPTIONS DURING THIS TIME:

CHECK OUT: This person will be responsible for all in-library circulation tasks – checking out, renewing, patron cards, and placing items on hold. Etc. During slow times, this person will help with curbside and answering phones.

CURBSIDE: This person will be responsible for answering the phones, checking out items for curbside pick up, and running the materials to the curb.

CLEANER/RUNNER: This person will help patrons who are in the library. This could include getting books from closed shelves, helping find books in the computer, retrieving items from the children’s room, keeping the new and children’s bookshelves full. In addition, during slow times, this person will wipe down high touch areas and shelve books.

COMPUTERS: All computer usage will be in the meeting room. Patrons can access the computers through the basement door. In case of accessibility issues, a patron may come in the front door and down the elevator. 3 laptops will be set up on 3 tables. Patrons may use the computers for 30 minutes, and an additional 30 minutes if no one is waiting. Staff may sit near the back door or right outside the back door with the door propped open.

GATEKEEPER: This person will monitor people who are coming into the building and how long they stay. They will check to make sure all patrons have masks and are using them properly. They will allow no more than 4 people into the building at a time for no more than 30 minutes per person. Each person will receive a timer and will return the timer when they leave. Timers will be wiped down and given to the next person waiting.

Updated 7/30/20