

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: November 01, 2020
Joshua Hyde Public Library
Virtual Meeting

Chair Joyce Sinnott called the 01 October 2020 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 5:08 pm and called the roll of attendees. In addition to Chair Sinnott, attending remotely were Jessica Colati, Melissa Earls, Sandy Gibson-Quigley, Elisa Krochmalnycky, Carol Mitchell, Stephen Mullen, Dave Peterkin, and Library Director Becky Plimpton.

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. When checked, there were no listeners on the Town's meeting call-in phone line.

Minutes:

By a unanimous roll call vote, the minutes of the October 01, 2020 meeting were approved as revised.

Librarian's Report:

Building Issues:

- The permanent sneeze guards are still not in place. There has been no update as to when this may happen. When the sneeze guards do arrive, the Children's Room will be opened up. There are currently no changes to the Library's operating plan for January 2021.
- There are still minor leaks in the roof, enough to cause a new stain on the ceiling tiles under the HVAC units.
- Becky has been in touch with Robyn regarding all the Library capital projects that have been funded but still need to be done. There are 5: windows in the old section of the Library; painting the cupola and roofline; HVAC study; Green Community upgrades; and basement moisture barriers. Robyn has asked for suggestions about possible projects for the FY22 capital request.

Programs:

- Six people attended the in-person book discussion held at the Senior Center on 14 September. There will be another discussion 6 October on the Common.
- The story hours on the Common have been popular. Each has had the maximum allowed attendance of 12.
- Penelope the Dinosaur will be available for drive-by photos on the Common on Tuesday October 20th from 11:00 am to 1:00 pm. Rain date is 22 October.
- There will be an online program, Haunted New England with Chris Daley, on Tuesday 27 October at 6:30 pm.
- There will be no in-person events at the pumpkin patch this year, but a story walk will be in place on the library lawn for the month of October. There will be 15 different signs each with a section of a story on them. The signs are reusable.

Other:

- There was full staff member Zoom meeting on September 21st. The January operating plan was reviewed and the staff provided feedback on how the current plan was working. As a result, a mobile phone for the Library has been purchased using CARES money. It will primarily be used as a hot spot for remote internet connection.
- Becky will be advertising for a new page in November and for the new Program Coordinator position after the new year.
- As President of the Central Massachusetts Library Advocates (CMLA), Becky coordinated the purchase of HelpNow and JobNow services for 11 small libraries in our region. These services provide people access to live homework help for students from K through college, and live resume and job searching help. The services will begin on 15 October.
- Jennifer Novelline, the graphic designer for the “You Belong Here” inclusion campaign has submitted a first draft for the Trustees consideration.
- The Library has received the donation from the estate of Dolores Courtemanche. The amount is \$2,000 and has been deposited into the gift account. Steve moved that the gift be accepted. Dave and Melissa seconded; by a roll call vote, all approved the motion.
- The Annual Report Information Survey (ARIS) is due to the Mass Board of Library Commissioners on Friday 2 October. It has been completed, signed and submitted electronically. Becky will provide copies for the full Board as soon as she can solve some printing related problems.

Meetings:

- Zoom/virtual meetings included the CMLS Executive Board, MLS Executive Board, Green Communities Grant, Library staff, Chamber [of Central Mass South], MLA Legislative Committee, Graphic designer Jenifer Novelline, and C/W Mars Users Council. In person meetings included a Chamber Coffee get-together.

Financial:

- There were no issues with this month’s report.

Chair’s Report:

- Joyce had nothing to report.

Old Business:

- **Phased Opening:** There is no change from last month’s status.
- **Complaint procedure:** There were several additional comments and recommended changes to the current draft of the procedure. It was also recommended that the overall style of the document follow the style used by the Library Policy Manual. Steve will incorporate the comments and send a revised draft to the Board for the next meeting.
- **125th Anniversary:** Jess and Sandy have been researching the historical records in the Library and have found some interesting material. They will continue their search of the archive. The next meeting of the planning committee will be 5 October.
- **Library Policy review:** The revised Borrowing Policy was reviewed. Jess made a motion to approve the draft as written. Carol seconded. By a roll-call vote, all were in favor. It will be incorporated into the Policy Manual. The revised Internet Policy was reviewed. Several additional changes were suggested. Steve will incorporate the changes and send the revised draft to the Board for the next meeting.

- **Patio:** Jess sent Steve the URL for the Town on-line GIS. He is digging into the materials and information there to see what may be useful for the patio planning and for presentations to other groups.
- **Diversity, Equity, and Inclusion (DEI) statement and Inclusion Campaign.** Becky circulated samples of graphics for the campaign. She does not have a statement yet. The Board discussed the graphics and offered comments and suggestions for possible changes.

New Business:

None.

Adjourn: Steve moved that the meeting be adjourned. Dave seconded. By a roll call vote, all approved. The meeting was adjourned at 6:41 pm.

Next Meeting: The next meeting will be held 5 November 2020 at 5:00 pm via Zoom.

Respectfully submitted,
Stephen Mullen
Secretary