

**Joshua Hyde Public Library Board of Trustees**  
**Meeting Minutes: May 7, 2020**  
**Joshua Hyde Public Library Main Floor**

Chair Jackie Belisle called the 7 May 2020 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 4:00 pm. Attending remotely were Jackie Belisle, Rebecca Celuzza, Melissa Earls, Sandy Gibson-Quigley, Pat Howard, Carol Mitchell, Stephen Mullen, Dave Peterkin, Joyce Sinnott, and Library Director Becky Plimpton. Also attending were members of the Library Staff and Ms. Jessica Colati, candidate for election to the Board. When checked, there were no listeners on the Town's meeting call-in phone line.

Chair Belisle 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 March 5, 2020 meeting were approved as written.

**Librarian's Report:**

**Building Issues:**

- Repairs were made to both the HVAC units that were having problems in February.
- The large tree between the building and Rt. 131 is scheduled to come down on 18 May, although the schedule may be pushed back a bit.

**Programs:**

- Becky and the staff have had many discussions about what programming could look like once the Library is open. Virtual programs, limiting the numbers of patrons attending, and holding outdoor events are all possibilities.
- The Summer Reading Program will be very different this year. It will be a scaled down and more virtual experience for the Patrons, but will be as fun and inclusive as possible. Pat and Cheryl are working on plans.

**Other:**

- The Finance Committee has approved a Library budget that includes a part time Program Coordinator position for 10 hrs./week. Liaison Larry Morrison did an excellent job of presenting our case to the full Committee.
- The Library Legislative Day in Boston was cancelled. Becky has been working with MLA as a rep from CMLA to schedule and plan a 4-day virtual event to replace it. The "Central Mass" day will be held 13 May. It will be held virtually with the format generally following what would have happened at the Boston event. Becky will send out invitations to all.
- All staff have been working from home on planning, ordering, social media posts, and working on their continuing education through webinars and meetings. Becky said that she is very proud of them for thinking about what is best for our patrons and, in some cases, taking it upon themselves to provide one-on-one help to those they know are in need.
- The Friends held a book give-away on the walkway outside the Library today. Despite very short notice, it was quite popular with a total of five carts of books being given away.

Meetings:

- Becky noted that “Zoom meetings are plentiful” with daily conference calls, meetings, and webinars. Most of the meetings were with CW/Mars, Mass Library Association, Central Mass Library Advocates, department heads and local directors.

Financial:

- The monthly financial report was not available for review. Becky did note that approximately \$13k was spent on e-materials, and that all the routine and ongoing expenses of maintaining the building continued.

**Chair’s Report:**

- Jackie reported that the Town Election has been rescheduled to Monday 8 June.

**Old Business:**

- **Complaint procedure:** The Board discussed the draft procedure Melissa circulated. The consensus was that any sections that duplicated parts of the Town Personnel Policy Handbook should simply reference the Handbook. Also that the Vice-Chair should be the one taking complaints on behalf of the Board and the current incumbent should be named in the policy. Steve will work with Becky to incorporate the Board’s comments into another draft to be considered at our next meeting.
- **125<sup>th</sup> Anniversary:** The Board discussed forming an Anniversary Committee. Sandy, Jess (Ms. Colati), Melissa, and Carol all expressed a willingness to be part of the committee. Kick-off will be in late summer and focus initially on events for January 2021. Becky will reach out to OSV to talk about the possibility of joint programming with OSV’s 75<sup>th</sup> anniversary, also next year. Jess noted that there is an entire anniversary tool kit available on line, and will pull together information for us.
- **Library Policy review:** The Board reviewed the policies for public use of the Internet and for borrowing. The policy for the Local History area was tabled. For the Internet Policy, Becky has some concerns stemming from the fact that most of the Library computers are now laptops. She will suggest some additional verbiage for the Board’s consideration. Becky will review the Borrowing Policy with the staff to ensure that the details of the policy are still workable. Steve will identify the next oldest policies for review at our next meeting.
- **Patio:** Nancy Castendyk provided Steve the name and contact information of the President of the Executive Board of the Federated Church. Steve will follow up and see what sort of meeting may be arranged to discuss the proposed patio.
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**New Business:**

- Becky presented a detailed draft of a phased opening plan for the Library. This plan was developed with the help of the Town’s Health Agent. Phase One is currently planned to start on 19 May. It would consist of setting up an “Internet/Job Tent” on the lawn in front of the Library. There would be 3 laptop computers available for the public to utilize Tuesdays and Thursdays from 12:00 – 3:00pm for job searches and unemployment applications. Proper PPE and social distancing will be mandatory for all users and staff. This tent would continue in operation until the Library is fully reopened in Phase Five. Phase Two includes staggered staff groups preparing the building for subsequent phases. Phase Three includes curbside service to Library Patrons, and Phase Four includes limited opening of the Library building.

The timing of transitions between phases will be driven by the then current situation with the Covid-19 virus and recommendations from the Board of Health. It is entirely possible that there may be a situation that requires stepping down from one phase to a previous one. e.g. from Phase Four to Phase Three.

**Adjourn:** The meeting was adjourned at 5:34 pm.

**Next Meeting:** The next meeting will be held 11 June 2020 at 4:00 pm.

Respectfully submitted,  
Stephen Mullen  
Secretary