

**BOXFORD TOWN LIBRARY TRUSTEES' MEETING**

**JUNE 8, 2020, 7:00 P.M.**

**MEETING VIA ZOOM**

**PRESENT:** Jeanette Glesmann, Chair, Jayne Smallman, Vice-Chair, Carole Davis, Stephen Harvey, John Paul Ryan, Antigoni Woodland, Kevin Bourque, Director

**GUEST:** Denae Ramos-Pachucki

**CALL TO ORDER:** Chair Glesmann, called the meeting to order at 7:02 and informed all that the meeting was being video and audio recorded and that in accordance with the Governor's emergency orders of March 12<sup>th</sup> and 15<sup>th</sup> 2020, this public meeting is being conducted via remote participation. No in-person attendance by members of the public will be permitted, **HOWEVER**, the public is able to listen to and/or view this meeting virtually through the remote participation link provided on this meeting's agenda as posted on the Town's website calendar. The agenda provides a meeting specific ID number required for virtual attendance via Zoom. In addition, all members were made aware that all votes must be roll call votes.

**ROLL CALL:** Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes.

Chair Glesmann welcomed Denae to our meeting. She has expressed an interest in the library and we thank her for being here.

**SECRETARY'S MINUTES:** Charlene Mead

The Minutes of the Boxford Town Library Trustees' May 11, 2020, Meeting

*J. P. Ryan made a motion seconded by J. Smallman to accept the minutes of the Boxford Town Library Trustees' May 11, 2020, meeting as presented.*

**ROLL CALL:** Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes.

**DIRECTOR'S REPORT:** K. Bourque

- **May Statistics: Good News**
  - Double use of Overdrive—1300+ vs. 750
  - Hot off the Virtual Press
    - 8,000 posts sent, 2,000 opened
    - May 120 resources checked further
  - Zoom Programming
    - 3 Virtual programs held
- **Finances**
  - Spending purchases for Covid-19 needs

- To be reimbursed by CARES Act to Town
  - Waiting for plexiglass shields to arrive
- **Virtual Services**
  - Curbside Pick-up Launch
  - Social Media Posts
  - To Be Read Requests
  - Customer Service/Reference Requests
- **Staff**
  - Maintaining presence in the Consortium through meeting attendance
  - Attended virtual Town employees staff meeting
  - Using Webinars for Professional Development

**UPDATE ON TOWN HALL/LIBRARY FACILITY: K. Bourque & J. Glesmann**

- **Modifications due to response to COVID-19 being made do not affect the Library space**
  - Finding a new location for the Health Department
  - Removing plan for Trailers during renovation saves half a million dollars
  - Town Hall employees can perform a large percentage of their tasks from home
- **Library will still move to 188 Washington Street for the construction period**
  - Director will most likely continue to work remotely because of space issue

**PHASED REOPENING UPDATE: K. Bourque**

- **Massachusetts Welcome—Phase I**
  - Library Director, Kevin J. Bourque has attested he has taken the Massachusetts mandatory safety standards to keep employees and others entering the building safe.
  - The building is electrostatic cleaned twice a week. It takes 6-7 hours to dry and lasts 2-3/4 days.
- **Massachusetts Employer Guidance**
  - Lists Mandatory safety standards for workplaces reminders
- **Massachusetts Template (I/II) Covid-19 Control Plan**
  - All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period.
  - The template was filled out with attached addendum to Boxford Town Library COVID-19 Control Plan indicating additional procedures used in the library

**We are in Phase I. We will move to each progressive phase when situation warrants and resources are available**

**Phase II**

- **Patrons will begin to enter the Town Hall/Library building. Library presence will initially be at the Lobby Reception Desk answering brief questions and offering information.**
- **Josh Kennedy, Children's Librarian, and Beth Safford, Research Librarian, will determine when they are comfortable with one at a time coming into their space to research topics to move to Phase II.**

### Phase III

- There will be marked pathways through library spaces
- Children's access
  - Children under the age of 8 will not be allowed into the Library
  - Children between the ages of 8 and 14 must be directly supervised by a parent
- Children 14 and over can come in on their own.

### Phase V

- The New Normal

### OTHER BUSINESS:

- J.P. Ryan suggested that the Trustees consider a non-discrimination statement for our Website in view of the racial tensions in our country
- "In light of the current Racial Unrest in the United States stemming from the actions by the Minneapolis Police Officers who caused the death of George Floyd, the Board feels it is an appropriate time to reaffirm the Boxford Town Library upholds the inclusive philosophy of the American Library Association by providing services and resources for everyone. The Boxford Town Library does not discriminate on any basis."

*J. P. Ryan made a motion, seconded by J. Glesmann to accept the above statement for the library website.*

**Roll Call:** Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes

- J. Glesmann thanked Denae Ramos-Pachucki for attending and Director Bourque offered to meet with Denae to answer questions
- J. Glesmann announced that the following Trustee positions were open:
  - Mullard for 1 year, Glesmann for 3 years and Woodland will be running for reelection
- J.P. Ryan wanted to remind everyone that the renovation to the library will not raise taxes.
- J. Smallman thanked J. Glesmann on behalf of all for her 11 year service to the library through many iterations of library plans
- K. Bourque announced that the Movie Night sub-committee is meeting again in a new way.

**ADJOURNMENT:** J. P. Ryan made a motion seconded by J. Smallman to adjourn.

**Roll Call:** Davis yes, Glesmann yes, Harvey yes, Ryan yes, Smallman yes, Woodland yes

The meeting adjourned at 8:25 p.m.

**NEXT MEETING:** July 13, 2020

Respectfully submitted,

Charlene Mead, Minutes Secretary

Documents/exhibits discussed at the meeting:

Director's Report

**Massachusetts Welcome**

**Massachusetts Employer Guidance**

**Massachusetts Template (I/II) COVID-19 Control Plan**

**Addendum to Boxford Town Library COVID-19 Control Plan**

**NEDCC (Northeast Document Conservation Center) Disinfecting Circulating Books**

**Accepted as presented on: June 22,2020**