

Town of Millbury
Meeting Minutes
Board of Trustees Millbury Public Library
Date: 7/12/2020 Time: 6:00PM
Location of the Meeting: Online via Zoom/Phone Dial-In/Local Access Broadcast
Meeting Type: Regular x Special Emergency

Present: Jeff Raymond (Zoom), Stephanie Philips Richter (Zoom), Christine Fintzel (Phone), Andrew Borus (Zoom), Eric Boll (Zoom), Christine Brady (Zoom), Carol Burke (Phone).

Absent:

1. **Call to Order:** Ann Dallair, Library Director, called the meeting to order at 6:03 PM
2. **Board Reorganization:**
 - **Election of Chair:** Stephanie Philips Richter nominated Jeff Raymond for Chair. Seconded by Carol Burke. Unanimously approved.
 - **Election of Vice-Chair:** Christine Fintzel nominated Stephanie Richter for Vice-Chair. Seconded by Christine Brady. Unanimously approved.
 - **Election of Clerk:** Eric Boll nominated Andrew Borus for Clerk. Carol Burke seconded. Unanimously approved.
3. **Minutes:** Approved minutes from May 12th, 2020 minutes as amended; June 2nd minutes as amended; June 16th, 2020 minutes as amended.
 - **Roll Call:**
 - Jeff Raymond - Yes
 - Stephanie Philips Richter – Yes
 - Andrew Borus - present
 - Christine Fintzel - Yes
 - Eric Boll - Yes
 - Christine Brady - Yes
 - Carol Burke – Yes
 - Jeff spoke to Jane Davolio. It is alright to send in something saying we cannot meet in person and sign due to Covid-19
4. **Citizen Forum:** Nadia Friedler, Library Assistant, said hello to the board.
5. **Director's Report**
 - Ann spoke to Steve Kasheebo from Tripti. He had no information regarding the questions the Board had asked related to Covid equipment. Jeff has also been speaking with Town Hall on this matter.
 - Experience with curbside pickup has been a success. Only a few patrons have forgotten to pick up books. Lots of great positive feedback from patrons. First few days with drop box were hectic, but things are going fine now.
 - Still waiting on the more guidance for reopening. Only 3 Blackstone Valley libraries are opening at this point in time. Jeff Raymond asked if there is any

demand for library reopening. Ann says some demand, but most patrons are understanding of current situation.

- The library received a Plexiglass divider that will be installed at the circulation desk. The divider has the town seal on it.
- Discussion about NPC. There were some issues with the chiller. NPC came and replaced two compressors. The bill has been paid. Repairmen noticed there was leak in refrigerant in chiller. Quote was \$3,400. Ann asked them if it needed to be done right away. Repairman said that it should be done as soon as possible. Failure to fix the chiller would prevent AC from working.
- A few days after the chiller issues, there was a non-explosive gas leak in an upstairs office. It was a result of a pipe near the AC. It was a job that had been tagged but never completed.
- Got first delivery on June 23rd. The library is now getting delivery almost every day.
- Starting Monday July 20th patrons can order from any library in CWMARS. There were many requests, but there is a shortage of bins. Staff are unable to fill all orders until more bins are in circulation.
- Starting on July 1st all the staff were back. Kayla had to give their notice as a result of other jobs. Amanda also gave their notice – they will be working at the Town Clerk's office. Amanda's position has been changed from 27 to 35 hours and has two internal applications. Paige position has 8 applicants so far.
- Ann sat with James Kelley, Town Manager, and discussed FY 2021 goals. Goals listed below:
 1. Reopen Library
 2. Train staff to complete extended circulation reports
 3. Train staff on Google Drive and Gmail
 4. Continue to collaborate with Asa Waters and Council on aging for programing
 5. Train Tracey on Budget Sense Software
- Greenwood Industries was fixing the roof in the front foyer last week. They did an inspection in January but had to wait until snow was gone to make improvements. Ann is still waiting on before and after pictures. Jeff Raymond asked what warranty situation was on Greenwood Industries work. Ann will double check.
- Staff began the IRIS report. Extended due date to October 2nd, which is same date as State Aid.
- Copy Machine was fixed.
- Boston Globe subscription is up for renewal Aug 4. Ann decided to hold off until after patrons can return to the library.
- Tower Hill pass has also been up for renewal since March. Holding off on renewing for time being.

- Nadia did two book talks. The Star of the Sea and the life and work of Terry Pratchett.
- Johnson Controls – They noticed security and sensors were 21 years old. Ann is waiting to a get quote on replacements.
- Signorama – Ann received an estimate for updating doors with new hours. \$299 to remove old hours and replace with new hours.
- Ford’s Hometown Services is coming this Friday to inspect for termites. Already paid in FY 2020.
- Scanners at circulation desk are very old and not working well. Jill ordered 4 new scanners. 3 for circulation desk and one for office upstairs.
- Community fire and police equipment inspections were supposed to be done in April. Inspections were not done yet because of Covid.
- Little Free Libraries is on hold right now. Agreement has yet to be approved.
- 42 people have signed up for summer reading . 17 adults, 7 babies and toddlers, and 1 Teen enrolled. Tracey’s readings have gotten many views.
- Jeff gives thanks and acknowledgement to Amanda who had 12 years on library staff. The Board members wish her the best.

6. Subcommittee Updates:

- a. Pandemic Quick Response Team – Motion by Jeff Raymond. Second by Stephanie Philips Richter. Unanimously approved.
 - Jeff Raymond
 - Stephanie Philips Richter
 - Eric Boll
 - Christine Fintzel
- b. Facilities
 - Christine Fintzel
 - Stephanie Philips Richter
 - Andrew Borus

7. New Business

- a. **Questions and Answers from Emergency Management at Town Hall (holdover from June meeting).**
 - Jeff asked about the storage of JPEGs from temperature machines. Jeff also asked regarding the accuracy rates of temperature readings. He has not received any answers on those questions. Jeff says town counsel has approved use of machines by town at town hall.
- b. **Library Reopening Discussion**
 - Contact tracing as needed - MBLC recommended against libraries using contact tracing features because they were not consulted by State. Board consensus is that the emergency management process is good. State law keeps library records private, but other

information may not be private (contact tracing or temperature reading machine data).

- Curbside is going well and most patrons seem to be happy with it.
- Discussion surrounding the reopening of the library - Temperature reading machines *may* be mandated by the town for reopening. There are privacy concerns related to contact tracing and temperature reading machines.
- Eric Boll asked Ann if staff will have issues dealing with patrons who set off temperature monitors. He asked if that runs contradictory to union contract. Nadia Friedler expressed that she would prefer that patrons are stopped because of their temperature, rather than they enter and browse the library.
- Broad consensus is that any votes that will affect the opening of the library should be made by whole board, and that it should not be left to the Pandemic subcommittee.

c. Summer programming update

- See Director's Update

8. 8. Old Business (to be addressed in bulk as opposed to individually)

- a. Chain of Lights basket - deferred
- b. Stairs Enclosed Space - deferred
- c. Library Website - deferred
- d. Cable Access Television - deferred
- e. Little Free Library – Still waiting on contract to be approved.
- f. Exercise Bike idea - deferred

9. Other Topics Not Anticipated to be Discussed –

- The Board briefly discussed using social media to share library programming.
- Eric Boll asked for clarification on social media and open meeting law violations. Jeff urged Board members to use caution when discussing things on social media if other Board members have already commented.

10. What We've Been Reading

- Jeff Raymond – The Office: The Untold Story of the Greatest Sitcom of the 2000s: An Oral History by Andy Greene
- Christine Brady - The Time Traveler's Wife by Audrey Niffenegger
- Ann Dallair – Evicted: Poverty and Profit in the American City by Matthew Desmond
- Nadia Friedler – Pet by Akwaeke Emezi

11. Adjournment

- Motion to adjourn by Eric Boll at 7:15. Seconded by Carol Burke. Approved Unanimously.

Due to the current guidance in place by the Town of Millbury and Millbury Board of Health, and with the policies in place by the Millbury Public Library surrounding COVID-19, it is not possible to submit a final copy signed by the Millbury Public Library Board of Trustees. All minutes will be recorded, signed and resubmitted upon the first in-person meeting of the Millbury Public Library Board of Trustees.