

Meeting of the Westhampton Public Library Board of Trustees

Held Virtually by Zoom

December 10,2020

In attendance: Meaghan Schwelm, Carol McMurrich (taking minutes), Lynn Cooper, Anne Marie O'Reilly, Mikki Nevins, Brian Mulvehil, Celeste Whiting.

1. Call to Order- 7:05

2. Minutes from last meeting- moved by Nevins, seconded by Mulvehill. Unanimously accepted by roll call .

3. Treasurer's Report- Building Account has \$3594.48, State Aid has \$0 (taking state longer to approve the fiscal year budget: expected to be up 20%) Deferred Town Monies \$62,771.52; Gift Account \$23,566.95

4. Director's Report- As written, and:

- attendance is up at Storytime.
- -Question: regarding the volunteer who was exposed to a close contact to someone who was COVID positive. Our policy refers more to folks in the library who are actually getting sick; Schwelm reached out to Tom Martin who agreed that it was prudent to send the volunteer home. Schwelm aired out the building and sent the volunteers home but Emily continued to come in. "In unforeseen circumstances just follow the advice of the local board of health".

Mulvehill asks: is there a way that the trustees can support Schwelm if she's in a position of running the library on her own. Schwelm answers that she's technically OK, she has high standards for herself and the result is just that she falls behind. Shares that programming is taking much longer during the pandemic.

Mulvehill suggests that if needed we could remove a day of curbside, and encourages Schwelm to keep balance in mind.

Whiting points out that the circulation is nearly the same as last year yet there is a lot more work that goes into getting those books out.

Cooper asks if books are still quarantined for 7 days: yes they are. Schwelm references the Realm project which suggests 7 days is a good amount of time, but the NYTimes says there is no support for the virus spreading through materials.

There have been a few frustrated patrons recently. Cooper asks if the time should be shortened: Schwelm says maybe except that the 7 day system she has works quite well. Mulvehill points out that it might be wise to err on the side of caution, and suggests that if patrons are frustrated they can call the trustees.

Cooper suggests that we make a statement that the trustees are asking for materials to be quarantined for 7 days- all trustees agree.

Wishing tree looks wonderful. White paper hearts can be tied onto the tree with hopes and dreams for the upcoming year.

Submitted Strategic Plan to MLBC and it's been approved and it's on the website.

5. **Friends Report-** are supporting some upcoming programs, including one with Maeve Ronan who has recently published a funny and important book on dealing with depression and anxiety. She's going to do an author visit, and will also meet with the YA book group. Will also support a program that Kate O'Connor put together regarding homesteading and organic gardening.

6. **Old Business-**

a. **Amendment to by-laws to include co-chair:** Trustees look at O'Reilly's proposed changes and agree that her suggestions are appropriate. O'Reilly will clean up the document and bring it to the next meeting. Any changes in the by laws there has to

be the motion to change the bylaws at one meeting and the motion to vote on the changes at the next one. Motion is made by Cooper that we make the changes to the bylaws to reflect the realistic roles of the officers. We move to make the changes to article 4 that were discussed tonight. Approved unanimously by roll call.

b. **Update on lawn care:** Nevins asked Holt at what point did he need information from us about whether we were going to make changes or carry on as usual: answer is February or March.

c. **Up-date on Director Evaluation:** It is written up and will be shared in person when appropriate, likely next week.

7. **New Business**

a. **Library closings related to holiday calendar:** came up because Christmas is on a Friday. As part of Meaghan and Emily's contract they get holidays off; most libraries would choose another day to observe the holiday for staff. O'Reilly was concerned because it is not explicitly stated in the contract, so that it does not get called into question the next time. Mulvehill says yes, this should be part of standard procedure when we write up the next contract. And in the meantime O'Reilly is authorized to make decisions between meetings.

Issue is also raised about being closed the day before Thanksgiving as well as Christmas Eve. Expectation is that on days that library is closed and the director is working that the director is in the building. Schwelm suggests that we check with the town so we are consistent with other departments. Mulvehill suggests that we just elect to close the building; what we do with our employees on that day

is up to us. We can create a list for our and the director's purpose saying this is the day that the library is closed: day before thanksgiving, and also if the holiday falls on a Friday or Sunday the next business day it is closed.

8. Any other business to come before the meeting not anticipated
at time of posting: none.

Next Meeting: 1/14/21 at 7 pm.

Adjourn: Motion made to adjourn at 7:58 pm by McMurrich; Seconded by Cooper, approved unanimously by roll call.

Submitted by Carol McMurrich