

Westhampton Public Library Board of Trustees

July 9, 2020

7:00 P.M. Via Zoom Platform

Attendance taken via Roll Call (below) minutes taken by Carol McMurrich

1. Call to Order at 7:04

a. Roll call taken: Anne Marie O'Reilly, Brian Mulvehill, Mikki Nevins, Carol McMurrich, Celeste Whiting, Lynn Cooper, also present: Meaghan Schwelm, library director.

2. Minutes from last meeting: moved to accept by Mulvehill, seconded by Cooper, roll call vote taken: unanimously accepted.

3. Treasurer's Report: Account Balances:

--End of FY 2020:

Library Building Account had 3,594.81, State Aid had 3,624.81; Deferred Town Monies had 4,575.34; Gifts had 23,776.17 -- submitted last expense warrant July 10

--Current start of FY 2021:

Library Building Account had 3,594.81; State Aid had 3,624.81; Deferred Town Monies had 106,054.58 (first payroll deducted from approved amount) Library Gift Account had: 23,716.51

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

-Patty Cotton asks that when we propose future budgets we will say, rather than a yearly amount, the hourly rate for Children's Librarian and Custodian.

-Interlibrary material started coming in again- a huge amount of material, too much for Emily Wayne and Schwelm. Has run past Tom Martin about bringing volunteers in again, with everyone in separate parts of the building, maximum of 3 people at any one time. Schwelm has made a schedule for the volunteers and they will begin to come back next week. We currently have 9 volunteers. Volunteers come 2 at a time when Schwelm is working alone. O'Reilly asks if there is concern that as volume picks up there will be too much work: Schwelm is not concerned now but will be concerned when we actually open the library as we will need to be actively counting people as they come in the door. Outdoor plumbing issue: Pichettes were able to help. Unable to turn off the outdoor water spigot. Plumber was going to replace the handle today. Schwelm asks what account that should come from: trustees say maintenance.

Summer reading is going really, really well. Emily Wayne has put a ton of work into it. There are over 60 registered. Hogwarts house challenge and you earn points for your house by reading.

5. Friends Report - no formal report. Schwelm has explored some other paid programmers and had approached the Friends, but the Friends felt people are "zoomed out", which Schwelm agrees with. Focus this summer will be on the summer reading program, and possibly an outdoor program in August if things continue to trend down. E.G. possibly Tom Ricardi could come with birds of prey, or maybe one concert. All TBD.

6. Old Business

a. COVID-19 - Re-opening update- MBLC is emphasizing don't open til youre ready and can do it right. All directors locally met together and Schwelm was surprised that others were thinking of September 1 as a goal, Schwelm had been thinking of sometime in August but does not want to be the only library open. Now considering adding an evening of curbside, and then maybe adding a few "trial" browsing days in August to try it out. Would count folks at the door (Schwelm will buy a counter). We would have 2 staff and 6 patrons in the building at once, with only the adult section open. People will be required to wear a mask and will be required to sanitize when they enter. Still determining whether items that are looked at, but not taken, can go out on the shelf or will need to be quarantined. Some children's and YA materials will be put in the lobby - mostly new items. Otherwise items can be fetched by the staff. Schwelm will investigate whether it's better to have AC running (with our Gold air filtration system) or whether it's better to have the windows open. Mulvehill suggests contacting Phil Dowling and Tom Martin for advice on this subject. Furniture will also need to be moved so it is not inviting for people to sit and linger. O'Reilly suggests signage before people come in-reminders about masking, distancing and sanitizing. Will mark out waiting spots on the sidewalk and also at the circulation desk. Mulvehill suggest that when people do come in with masks, Schwelm reach out to Dave White at the police department. Would like to have a game plan to deal with non-compliance. Schwelm doesn't want to limit based on age so kids will be allowed but they should also be masked.

b. Annual Town Meeting -June 27- went really well.

c. Summer Reading Program - relieved they did NOT go with Beanstack, has saved hassle and money.

7. New Business

a. Clarification of Duties of Board Members and Officers
-- O'Reilly suggests that we all read the by-laws and especially article 4 about officers. In the trustees handbook there is also a section on board organization. O'Reilly suggests

that we take a look at it and determine how we can spread things out a bit and utilize the talents on the board. This is not just thinking about addressing this year, but also going forward. How can we tweak the way the board is organized so it's more efficient? This is a project we are working on and not a crisis.

McMurrich will ask about transferring docs to Google Docs.

8. Any other business to come before the meeting not anticipated at time of posting. Currently with a 2 year contract the first year would be an informal conversation between chair and director (what do you need from the board, what feedback the board has for you) and the second year we would do a full review. Cooper reviews past procedures and suggests we also look up in the handbook. O'Reilly suggests that we discuss this topic at a further meeting, and agrees to add to the agenda for August.

9. Next Meeting: Thursday, August 13, 2020 at 7 pm via Zoom.

10: Adjourn: Motion made by Nevins and seconded by Mulvehill. Roll call vote taken, unanimously approved and adjourned at 8:11 pm.