

Westhampton Public Library Board of Trustees
March 12, 2020 7:00 p.m.
Judd Room 1 North Rd, Westhampton MA

In attendance: Meaghan Schwelm, Brian Mulvehill, Mikki Nevins, Anne Marie O'Reilly, Carol McMurrich (taking minutes) Lynn Cooper, Celeste Whiting participating remotely as physical attendance is physically unreasonable. Tom Martin joins the meeting at item 8.

1. Call to Order at 7:03 pm

Mulvehill notes that we may touch quickly on some of the agenda items to allocate more time for the COVID-19 discussion that we need to have.

2. Minutes from last meeting: Motion made to accept the minutes by Lynn Cooper; typo pointed out by Cooper; minutes accepted as changed. Minutes accepted by: McMurrich, O'Reilly, Nevins and Cooper. Mulvehill and Whiting abstain as they were not at the meeting.

3. Treasurer's Report: Library Gift Account at \$20,763.37; Building account at \$3,594.48; State Aid at \$1798.15; Deferred Town Monies at \$36,783.08.

4. Director's Report as written, and: notes that:

- Teen Trivia night was successful.
- Would be good to get permission from the film company to screen the film of Daniel Lombardo when it comes out
- eRate: see revised budget reflecting lower mandatory purchasing because our CWMars membership was kept the same.
- Re: solar: check was turned over for 2,154.24. **Schwelm** will put together a total collected from Hampshire Power Corporation to have at the ready at town meeting—both how much has come in over the year, and also how much has come in over the lifetime of the building. Concern over the panels was brought up only as a reaction to our heating bill (FinCom member was confused about the expensive oil bill, asked about the solar panels).
- Re: WiFi extender in Judd Room - postponing conversation, not essential
- Re: Warrant signatures: According to General Law Section 56 – any one member can be assigned to approve and sign the warrants; then those copies would need to be available at the meeting for us to approve. Mulvehill suggests that while Cooper could be the designated person, we would all try to sign the warrants so we can see them, but in this case once Cooper has signed Schwelm will not be held up. O'Reilly suggests that in advance of any meeting that Cooper may miss, we would vote a substitute.
- Mulvehill moves that Cooper is the designee signator for warrants and payroll if we are not able to have the majority of the board sign. Nevins seconds. Roll call is taken, unanimously approved by all.

5. Friends Report: much talk of upcoming newsletter due March 20th. Talked of 10 year anniversary celebrations, planned events, continued discussion about including Lindsay

Sabadosa and if we'll have a special dedication event including her. Continuing a discussion of a policy of paying the volunteers—following up a conversation from the fall suggesting a \$30 gift card for all regular volunteers, and then thinking about how to provide thanks to those who provide smaller services.

April 5th planned Swedish concert and dance was also discussed, along with the Canon copier.

6. Old Business

- a. Gift account discussion - postpone
- b. Town Proposal - ground rules – selectboard has already adopted these ground rules, trustees agree that consistency is important. Motion is made to accept the Public Hearing and Public Meeting ground rules as previously adopted by the select board. Nevins moves, Cooper seconds. Roll call is taken. Accepted unanimously.
- c. Budget - updates – covered in Director's Report.
- d. Trustee - payroll signatures – discussed and voted on in Director's Report. No discussion of any other budget lines, focus was on Dowling's recommendations. Suggestion was made by FinCom to mobilize Friends to help with capital issues- Dowling suggested an endowment. Cooper argues it is not the role of the Friends. Conversation will continue at a later meeting.
- e. Poetry Slam - discussion: food, beverage, set-up – discussion will be rolled into the COVID-19 conversation.
- f. Capital Plan – discussion postponed
- g. Posts for field – conversation postponed

7. New Business

- a. copier upgrade – Friends have approved for us to upgrade to a newer model at the same monthly rate as the same copier. The lease had expired, they will pay for it.
- b. COA display- local resources for seniors – Amy Landow has grant funding to purchase a permanent display at the library which has local resources for seniors. Schwelm will work with Landow and look to see if there is a vertical display that can take up very little space.
- c. Fire pit – requests for use. This month's event has been cancelled, but in the future we should create a policy on the use of the fire pit. Past few times they have not asked with enough time and Mulvehill has had to decide alone, we need to create some way for people to ask for time—e.g. make a policy and get word out that people need to submit fire pit requests 6 weeks in advance.
- d. HRHS musical – no longer an issue, musical is now a private event.

8: COVID-19 - protocols & preparedness resources:

Notes on the Conversation:

Mulvehill shares that things are evolving quickly, we need to take a look at programming, smaller group clubs, and also general operations and library remaining open. Policy is that we close when the school closes.

Tom Martin representing Board of Health shares that the state is telling local boards of health that we are at an inflection point: from a disease standpoint that means you cannot trace the origin of a disease. This is why Governor is telling people to cancel all large scale events; though they did leave that in the domain of local boards of health. School has already outlined multiple

scenarios, and has been working with the board of health. State is not advocating shut down: they want continuity of services in a logical way. E.g. HRHS is closing events that are over 50 in attendance, this number being constantly in flux. Public Health Initiatives are State Based.

Boards of Health are tasked with support of quarantined families. Select Board and Board of Health are meeting on Monday at 7 pm to determine town protocol. Schwelm is invited and would like to be there. Mulvehill is also able to be there, as is O'Reilly.

There are library-specific concerns: library as a place of transmission.

So far: Library has handwashing instructions at the computer stations; Schwelm has been cleaning bleach-based phone, handles, computers daily and also as she observes people using them. A big concern on library conversations is question of whether books can transmit the virus, the answer to which is not known. Books are coming in from all over the state, some librarians are able to wipe all of these down. We do not have cleaning cloths that are disposable so Schwelm has to take them home to launder them. We have gloves available as well.

There is also concern about toys in the children's section: soft toys are away but wonder about the lego and other toys.

Schwelm has already put away the coffee station.

Mulvehill suggests a short term solution is that if we have local communities closing, such as Williamsburg, we are closed Friday anyway, and so Mulvehill suggests that we close Saturday and Monday and wait until the meeting on Monday.

Tonight we consider closing until Monday night: we can blindly set policy depending on what happens on Monday and post for another meeting to have next week. We do still have to follow open meeting law. Question about the school closing being connected to the library closing: if the schools for safety are required to close, we would also close as due diligence for public health.

Schwelm has been collecting protocol and policies from around the state so that if we want to put together a pandemic policy we can do so.

Motion is made by McMurrich that due to concerns pertaining to COVID-19 the library should close until at least Saturday, March 21. The library director and representatives from the Library trustees will attend the joint meeting of the Select Board and Board of Health next Monday March 16. The Library trustees will then meet again next Thursday March 19 in order to disseminate information. Trustees will re-assess the library closure based on that information. If the public schools close, as per our policy the library will remain closed.

Cooper seconds the motion, unanimously approved.

Martin returns from a phone call to share that new meeting rules from DPH now require that there be 6 feet between each of the meeting members and chair should emphasize that those who aren't feeling well should stay home.

Next topic: 3 Employees -should not be affected. There are many things that Schwelm can do in the library, at home, etc. though books will still be delivered until Mass Libraries decides to stop deliveries. Schwelm asks about Jared: he is at particular risk cleaning the building. A deep clean would hit all surfaces that are touched: desktops, edges, etc. as well as high-traffic things such as door handles, light switches, etc. Mulvehill asks that the Board of Health keep us up to speed on any new information about how long virus may last on latent surfaces.

Schwelm will send an email to the community indicating that library is closed for the time being and that ILL should not be used and that patrons should not be returning books while the library is closed.

Mulvehill will send an agenda to the town with nothing but the conversation to follow up the meeting for next Thursday which will be in the community room. Megan and Brian will be at the meeting and invite anyone else who wants to/ feels comfortable being there.

Next Meeting – next Thursday

Adjourn moved, seconded and roll call approved: unanimously