

## **Meeting of the Westhampton Public Library Board of Trustees**

Thursday, June 9, 2020 at 7:00 pm

Held virtually via the Zoom Platform

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

**1. Call to Order:** Moved by Cooper, Seconded by Nevins, roll call unanimous acceptance.

**2. Reorganization of the Board:** Whiting is unable due to needing to be in PA much of the time; Cooper is in her last year and prefers not to chair. Cooper states that if O'Reilly is willing to chair then she (Cooper) would be willing to do the annual performance review that is due this summer. O'Reilly states several reasons why she feels unprepared to take on the role. Whiting mentions that the Chair position can happen differently. The board could make a decision that there is a point person for emergencies, for example. It does not necessarily need to be the chair. We would be a stronger board if there was a shared responsibility for these kinds of events.

Mulvehill outlines Chair responsibilities:

- Run email account—Schwelm will bounce ideas off of Mulvehill
- Create agenda and send to the town with sufficient time – at least 48 hours, best 1 week prior

Co-Chairs are allowed: it is in the bylaws. Celeste is willing to co-chair with somebody, but she is remote and has no idea of where things will fall. Whiting could set up agendas and make phone calls and emails. O'Reilly is willing to co-chair or even begin as chair with the understanding that we are going to re-organize to make the job easier—e.g. look at the functions of the chair and think about “what would a co-chair look like” and potentially make a point person for emergency calls. Take a look at how we use the resources of all the people on the committee to look at the problems that come up.

Mulvehill chimes in that most of the emergency calls will go through Schwelm – typically will not fall to the chair. We can reorganize based on what the priorities are.

O'Reilly agrees to chair; Whiting offers to assist in a meaningful way to lighten the load TBD.

End result is that Anne Marie O'Reilly agrees to chair and will make agenda for the next meeting; then we will discuss re-organization of the chair position at the next meeting so that some of the responsibilities are more evenly divided.

McMurrich will stay on as secretary

Nevins will stay on as treasurer

**3. Minutes from last meeting:** Notes from May 27<sup>th</sup>: Roll call unanimous acceptance

**4. Treasurer's Report:** Library Building Account \$3594.81; State Aid \$3624.81; Deferred Town Monies \$16,208.53; Gift \$23,716.17

5. Director's Report: As written; with the following discussion:

- Mulvehill asks if increased purchasing of e-books is in response to pandemic; Schwelm responds that it's partially for that reason and also just to expand our collection. Schwelm suggests that we put a bit more money into it this year and perhaps less next year. Ebooks last for either a certain number of check-outs OR a specific amount of time before they expire. Prior to this Westhampton did not own any ebooks. There is a shared collection in CWMars but when we own them Westhampton customers will have priority.

- Beanstack: rate we had previously been quoted was for one year; we have to get a 2 or 3 year plan. Will discuss in New Business.

- Curbside is busy and constant and going well. Have not yet had to turn anyone away, which indicates that we are offering enough hours. Could do 10 minute intervals instead of adding hours for pickup if the need requires.

- Schwelm suggests doing curbside for at least a few more weeks and then consider opening the library in certain areas. Need to do things such as make a cleaning schedule, order more gloves, etc. Suggestion by Mulvehill: phase two will not happen until after our next Trustee meeting at least. Trustees agree with this.

- The policies about "Requirements for Staff Working Inside Library Building" and "Return to Work Protocol for Covid-19" are required for the self-cert to be open.

- Schwelm is hoping to reduce hours on non-warrant weeks; Would be manageable as a 35/ 40 every other week. This could be a way that the library is a good partner in the town in saving a little bit of cash over the next unpredictable year.

Mulvehill reminds that for the relative long term it might be hard to go back up to 40

Whiting and Nevins counter that during a pandemic it is a reason why we might hold back. We are being realistic about the actual operations in this situation.

Mulvehill recalls that the Finance Committee is going to recommend the 2.5% raise (we had proposed at 3% raise)

Motion is made to adjust Meaghan Schwelm's work week so that she works 40 hours one week and 35 hours the next week; averaging a 37.5 hour work week for the foreseeable future. Moved by Nevins; seconded by McMurrich, unanimously accepted.

- Plug for family trivia night: June 27<sup>th</sup> (day of town meeting) – Schwelm will contact Jeff Casey at HRHS to possibly recruit members of the Match Wits team

- Schwelm suggests getting a Black Lives Matter sign to put on the library lawn – not as a political statement but as a humanitarian statement. Mulvehill warns that the sign may be stolen- for some people it is political even if we classify it as human rights/social.

- Schwelm suggests that she draft something that could be submitted to the select board requesting that the select board create a statement for the town in relation to the BLM movement – Schwelm will share with the trustees who will reply **ONLY TO MEAGHAN** to comply with open meeting law with their feedback on the letter.

- There is also a movement "Libraries are for all" with figures on it: because we are a library welcoming people (and not supporting what is perceived as a movement) that would not need select board approval.

6. Friends Report – no report. They are heavily supporting summer reading materials. Sue O'Rourke completed a beautiful quilt commemorating 10 years. Quilt can be sprayed to meet fire code.

7. Old Business

- a. COVID-19 - Phase I - re-opening update- addressed in director's report
- b. Pandemic policy – addressed in director's report
- c. Town Caucus - June 8th – happened; McMurrich and O'Reilly only ones nominated for the 2 positions.
  - i. Annual Town Meeting - June 27th – may be at 10am outdoors at the elementary school. Meaghan will be there, Mulvehill may be there, O'Reilly will most likely be there, McMurrich plans to be there, Whiting plans to be there. Mulvehill did not submit the library report in time, will get some numbers/ thank yous from Schwelm and hopefully it will be in the book OR on the side somehow.
  - ii. Annual Town Election - July 25, 2020

8. New Business

- a. Summer Reading Program – Beanstack which is tracking software for summer reading and comes with an app where kids can log their summer reading books – last meeting Beanstack was deemed expensive but necessary and were curious to know whether Gift Account could be used. See below: conclusion is that this is an expensive program that is outside of our normal operations and we can use the Gift Account for this expense. Mulvehill asks if you get tech support with the price tag- Schwelm will check.
- b. Gift Account research & information: Brian reached out to Maura Deedy at MLBC to ask if there are legal limitations to the Gift Account: the only limitations are if it is designated for a specific thing. If it's a gift to the library it is at the trustees discretion; but should not be used for operating expenses which municipalities can cover.

Discussion: Trustees know that Emily wants Beanstack but would like for Schwelm to look at it and determine it is worth it. Will also consider whether this software would be useful all year round or whether it would be specific to summer reading.

Trustees determine that if Meaghan concludes that Beanstack is a worthwhile purchase for the library; particularly in light of the coronavirus and limited library services for youth, we authorize her to purchase the software for a two-year contract out of the gift account.

Motion made by McMurrich; seconded by Cooper, voted unanimously.

9. Correspondence - Letter to thank the Westhampton Fire Department. Carol will write the note: address to Dave Antosz to share with the department.

10. Any other business to come before the meeting not anticipated at time of posting – no.

11. Next Meeting - 7.9.20 7 pm

12. Adjourn: motion to adjourn by McMurrich 8:59 pm seconded by Nevins, accepted unanimously.