

East Bridgewater Library Trustees Meeting

April 21, 2020

Regular meeting, by Zoom, called to order at 5:10pm. Board members in attendance were:

Brenda Conca, Anne Marek, Cat Lea Holbrook, Susan Murray, Sandra Ockers, Russ Hannagan and Director, Christopher McGee.

Bills were signed on Wednesday, April 22, 2020. A motion to accept the scribes report for February was made by Susan Murray and seconded by Sandra Ockers.

- **Motion passed**

Director's report-

- Library stats for February continue to increase.
- The Director and Janice Allman started cleaning the History and Tower rooms but stopped abruptly on 3/17/20 when the library was closed to the public due to Covid 19 pandemic. Cat has volunteered her help when the project resumes.
- Museum pass usage was reevaluated. A few passes will be discontinued due to lack of interest and some new passes will be added and paid for by the library. A motion was made by Russ Hannagan for the library to pay for the new passes and seconded by Brenda Conca.
- **Motion passed**
- On Saturday, March 14th, the library extended their hours and staff contacted patrons to pick up materials on hold. This was done so patrons could access library materials prior to closing for the Covid 19 pandemic.
- The building was closed to staff on March 24th. Work continued from home or with limited access to the building.
- Materials for the summer reading program have been organized.
- There was water damage to the exterior entrance of the Children's Room. Facilities has been notified.
- A motion to accept the Director's report was made by Russ Hannagan and seconded by Sandra Ockers.
- **Motion passed**

Old Business-

Discussion of lawn signs and Millet Room chairs was tabled until May meeting.

New Business-

Request made to reimburse Director, Christopher McGee for the purchase of 2 small bookshelves and 1 table costing \$218. Funds would be taken from State Aid. A motion was made by Sandra Ockers and seconded by Russ Hannagan.

- **Motion passed**

- During the May meeting the Director, Christopher McGee's evaluation will be discussed. The completed evaluation will be presented at the June 16th meeting.
- For the remainder of FY20, library purchases will be taken out of State Aid. The remaining town appropriated funds will be returned to the town. A motion to return funds to the town and use State Aid for materials purchased was made by Russ Hannagan and seconded by Brenda Conca.
- **Motion passed**
- How to reopen the library after Covid 19 was discussed. It was determined that we would need further guidelines from the State. Some ideas included curbside service for patrons, barriers to protect staff, additional cleaning of surfaces, virtual programming of events and limiting number of patrons entering the building. At this point, it was decided to continue brainstorming via email.

Meeting adjourned 7:09pm.

Respectfully submitted,

Anne Marek, Trustee

Next meeting May 19, 2020 at 7:00pm