

West Bridgewater Trustee Meeting

Library Board of Trustees Meeting

December 9, 2020

Meeting held on Zoom

All reports presented on Zoom by Ellen Snoeyenbos

West Bridgewater Public Library (WBPL) attendance:

Ellen Snoeyenbos, WBPL Director

Laura Williams, WBPL Assistant Director

Trustees in attendance:

David Church

Scott Ames

Marian Goode

Christine Altieri

Kristine Roberts

Deborah Lancaster

Trustee David Church calls to order the meeting:

- At 5:00pm

Review of the Meeting Minutes:

- David asks if Trustees accepts the Minutes, through roll call voting
 - All Trustees Accept the Minutes unanimously

Review of the Financial Report as presented by Ellen

- Review of Covid Reimbursements of \$7,000 that the Cares Act should reimburse the WBPL for
- Utilities are still less than they are than this time last year
- Many Passport Deposits due to the WBPL Processing Passports

Circulation Report presented by Ellen:

- All Circulation Transactions and Report Reviewed
 - Curbside transactions are strong, only 200 items less have been circulated this past month than this time last year
- Hoopla and Overdrive Statistics continue to be strong, Hoopla still allows 12 checkouts a month
- Question raised by Christine Altieri about people picking up books in the evening
 - The next two Wednesdays we will be offering Curbside pickup to patrons in the evenings
 - For safety reasons, patrons will come up to the front doors and we will get them their items

Director's Report presented by Ellen:

- The Green Team at the WBPL
 - Carbon testing conducted by Ellen and her Green Team
 - Eric Ames' blog post about the Library's Green Team is featured on the WBPL webpage
- WBPL was featured in the Boston Globe this past weekend in the Local Section featuring:
 - Serenity Space in alcove
 - Chair Yoga in alcove
 - Story Strolls
 - What the Library is hosting outdoors
- Boots and Mittens Kids Outdoor Program will potentially take place outside, the idea is still in the works

Children's Report presented by Ellen

- Nanette has been conducting Story Strolls, a self-guided event where the WBPL which is contact free and held outdoors

David, through roll call vote asks if all Trustees accept all reports

- All Trustees accept the report through a unanimous vote

Covid Precautions - The Library Transitioning Back to Curbside Only

- Starting Monday, Town Hall will be closing to the Public, as told by Linda Torres to Ellen
- Ellen presents idea of:
 - Library Appointments Only from Thursday Dec. 10 - Thursday Dec. 24
 - Patrons can call from parking lot or make an appointment ahead of time
 - Curbside Only starting on December 26
 - Curbside Services will continue including:
 - Patrons picking up holds
 - Curbside Faxing, Copying, Printing

David asked if Trustees approve of this plan:

- David, through roll call votes asks if all Trustees agree to this idea
 - All Trustees Vote that they approve, vote is unanimous

New Business:

- Gail is creative and will do promo of Library services as a video with other staff members also participating
- Laura's Disney Trivia will premiere on New Year's Day
 - Disney & Pixar Trivia that is family friendly for all ages
- Laura is also working on Holiday Pop Culture Trivia & will include movies & music as questions

Questions Raised by [Deborah Lancaster](#) :

- Deborah is up for re-election, she needs 34 signatures, but during Covid it is difficult to get signatures

- Ellen will check as to the best way to collect signatures
- Ellen will look up who else may be up for re-election
 - Ellen and Laura thank Trustees for all of their hard work
- Deborah also asks if there any other creative way to use some of the Passport income to help staff to continue staff training (this had been the plan, but with Covid, conferences are not taking place, so there may be alternate opportunities in the future.)

General Comments Made By Ellen:

- Her Five Year Anniversary at the WBPL will be next week

Adjournment of meeting:

- David makes motion to adjourn the meeting at 5:28pm
 - David takes roll call vote of each Trustee to call for the meeting to adjourn
 - Trustees voted unanimously to adjourn the meeting

Notes taken by: Laura Williams 12/09/2020