

2020-5-13 WBPL Trustees Meeting
Notes taken by: Laura Williams

West Bridgewater Library Staff: 2 in attendance

Ellen Snoeyenbos, WBPL Director

Laura Williams, WBPL Assistant Director

Trustees: 5 in attendance

David Church

Kristine Roberts

Scott Ames

Deborah Lancaster

Marian Goode

Member of the public: 1 in attendance

Christine Altieri

Meeting called to order by David at 5:35pm, Wednesday, 5/13/2020

All information presented via Google Meet

- Slides presented by Ellen Snoeyenbos, via screen sharing on Google Meet

Meeting began with review of meeting minutes from last meeting, March 30, 2020, as read by Ellen Snoeyenbos

- David does a roll call vote for Meeting Minutes from March 30, 2020 to be approved
 - All trustees accept the minutes
 - David declares minutes are accepted
- Monthly Report:
 - Surpluses:
 - Heating and utility - due to building being closed
 - Maintenance - due to building being closed
 - Trying not to touch grant money due to not knowing budget for next year

No questions about financials from trustees

Circulation report:

- Digital resource use is up!
 - Hoopla
 - Overdrive
- RBDigital has been added to our Digital Collection
- Physical circulation numbers reflect the WBPL physically being closed

Director's Report:

- Ellen shared Director's Report and read aloud from the report
 - People are calling WBPL about Passports
 - Ashley Warren is out on Covid-Leave in order to care for her children and parents
 - RBDigital collection explained, as well as the facets of the collection
 - Far Programming done for adults with special needs
 - Nanette- Book talk video
 - Ellen does Laughter Yoga on Facebook on Tuesday mornings
 - Ellen presents trivia on Facebook on Thursday nights at 6:30pm
 - I missed some highlights due to typing and listening
- Opening of the WBPL again
 - Using the Meeting Room as a Quarantine space to hold books and materials that are returned...
 - A member of the public requests to use the Meeting Room twice a week
 - Ellen wants to have trustees approve this idea
- Childrens' Report:
 - Nanette working on Beanstack

David called Roll Call vote to accept the three reports of: Budget, Circulation, and Directors and Childrens Report

WBPL COVID-19 Reopening Plan

- As presented by Ellen Snoeyenbos
- This plan has been vetted with David Gagne at WB Town Hall
- Phased opening plan of Phase 1, Phase 2&2a, Phase 3, Phase 4

Highlights of plans as follows:

- Phase 1
 - Hygiene is pertinent as well as sanitation
 - No receiving of books back
 - Children toys will not be accessed
 - Staff will work in building for the first week of reopening, in a staggered every-other-day schedule to keep attendance low
- Phases 2 and 2a
 - Curbside pickup at the WBPL
 - Patrons need to call ahead to order materials
 - Then we will bring items out to patrons in bags to put in their trunks
 - Patrons can also place local holds online
 - Local holds only - patrons can only request WBPL items
 - There will not be fines and fees associated with late returns, goal is to get materials into the hands of patrons
 - Gail will put together picture book, activity and craft together for children
 - Trucci's will order paper bags for us in order to safely package Curbside pick up items

- Avoiding plastic bags, as that holds onto the virus longer
 - Other Libraries in SAILS are doing curbside pickup with success
 - Reiteration that there will be no acceptance of items into the WBPL
 - Phase 3:
 - Returning items in book drop into the carts
 - Plans as it pertains to reopening the book drop:
 - Line the garden carts with heavy duty plastic bags, items from book drop will be put onto these carts and wheeled into Meeting Room for quarantine
 - Staff does not have to touch items
 - Staff would lift up the plastic bag and put on table in Meeting Room with coordinating dates to make sure items are quarantined for three full days
 - Trustees stated that they think this is a good idea
 - Two people are needed to lift the bag out of the garden cart
 - Idea raised about opening side of garden cart, dragging bag out and putting it onto floor
 - This would avoid staff hurting their back
 - Four carts should be purchased, and then avoid people lifting books out of the cart, as suggested by Trustee
 - Ellen agrees with idea and will buy four garden carts
 - Town Hall instructed that Ellen should keep track of Covid expenses as it may be something that can be reimbursed
 - “Sneeze Guards,” (hanging clear acrylic pieces) to help block germs between staff and patrons
 - Have been purchased by Ellen
 - 5 face guards have been purchased for eye protection
 - Staff will wear masks over mouths as well
 - Phase 4:
 - Metered access of patrons in building

Ellen shared Four-Phase Approach to Reopening Massachusetts, as provided by MA State, as well as email chain with David Gagne where he agrees with idea for curbside pickup

Ellen asked for feedback about four-phased plan that she just shared:

- Trustees: “sounds like a great plan,” “It’s fine with me,”

Laura shared her overall opinions about what the WBPL is doing

- Shared that staff is working hard, in Canva and Beanstack for examples
- Harry Potter Trivia is an exciting event for tomorrow night

- Roll call vote taken by David to approve COVID-19 plans as shared and outlined by Ellen and shared in Google Meet
 - Unanimous rollcall vote to accept COVID-19 plans

- Ellen asked about Meeting Room being able to used by Census two days a week, what do trustees think?
 - Trustees think it is okay as long as Census people follow the rules as outlined by Ellen
 - Deborah makes motion for trustees to vote on Federal Census workers to use Meeting Room
 - Roll Call Vote asked by David:
 - Unanimous approval of Federal Census using the Meeting Room
 - Gallery thought of as the place to use for quarantine of books and materials
 - Instead of the Meeting Room, as discussed earlier than meeting
 - Ellen will seek advice from Gretchen as to if returned library items are better off closed off in the meeting room or open in the gallery space while in quarantine
- Ellen showed the Face Mask extenders that she is printing from the 3D printer
 - She has printed over 400 of them
- Closing thoughts:
 - David proud of staff and glad that they have work to work on
 - Christine Altieri will be up for election as a Trustee in June
 - Ellen and Laura: The library is on an upswing with recent ideas of curbside pickups and implementing phases as outlined above
- Google Meet meeting ends at 6:20pm
 - Staff, trustees and public signs out of Google Meet