2021-12-15

4:00 PM

Bolton Public Library Board of Trustees via Zoom

Draft Minutes

A quorum being established, the meeting was brought to order via Zoom Meeting at 4:00 pm.

Covid19 Virtual Meeting Introduction

* 1. As authorized by the “Order Suspending Certain Provisions of the Open Meeting Law, G.L. c 30A, P 20, signed by Governor Baker On March 10, 2020, in response to the outbreak of the 2019 Corona Virus (COVID 2019), we held this Open Public Meeting of the Bolton Public Library Board of Trustees this afternoon, September 8, at 4pm, virtually, via the internet and telephone, as posted on the Town’s Website
	2. This meeting is being recorded, with said recording to be made available by the Town of Bolton (in addition to these written minutes)
	3. Trustees Present: Pam Czekanski, Tricia Neron, and Bob Zak
	4. Library Director Kelly Collins also Present
	5. The Town has adopted “Zoom Meeting” for conducting virtual Town Meetings for the duration of the COVID 19 Emergency
	6. Those wishing to address the meeting should do so by seeking to be recognized by the chair. This may be accomplished by using the “raise hand” button on the Zoom window. If you are dialed in via a standard phone line, “raise your hand” by pressing “\*9”. I will (do my best to) recognize the request by unmuting you, which will allow you to address the meeting. Please introduce yourself by name and street address.
	7. You may place yourself on “mute” using “mute” button on web interface, or “\*6” via standard phone line.

Agenda:

1. Minutes
	1. Kelly recently turned in two year’s worth of signed minutes
	2. Trustees stop library to sign recent 2021 minutes
	3. Trustees to look back for 2017 and 2019 missing minutes
2. Director’s report
	1. Trustees recognize, with regret, passing of David Bradlee – long time library patron and key library advocate. Gifts now being accepted for the library through the Town’s Gift and Memorial Fund.
	2. ARPA Funding possibility for plumbing
	3. Lighting repair needs to go up in priority
3. Contingency planning for staff absences
	1. Negative test is not required; state reaches out; staff clear to return to work after 10 days. State documentation is not necessary (system not currently reliable).
	2. Single outages can be covered, under “normal” situation
	3. We risk not being able to have coverage with multiple staff outages – for whatever reason. Covid increases this risk (esp. due to 10-day time period)
	4. Policy is that we have 3 key holders in the library (8 total)
	5. Kelly and team have managed to juggle coverage so far, preserving open hours, and will continue to do so if possible. If not possible
		1. close for a couple of hours as necessary
		2. last resort is reverting to local pickup.
4. FY23 budget request: Advisory meeting preparation
	1. Kelly: Annual 1-page statement, include:
		1. Demographics
		2. Circulation trends
	2. FY22 YTD: Heat trend is encouraging; but utilities continue to be the most concerning of FY22 tracking.
	3. Proposal to Advisory for phasing down Books and Materials percentage from 17.5% to 16% over next 3 FY; 0.5% per year, starting with 17.0% in FY23.
		1. Bob to write an outline for advisory discussion and distribute
5. Public comment
6. Future Meeting and Agenda Topics
	1. Date/Time: January 19 at 4:00 pm via zoom.

A **motion** was made to adjourn the meeting at 5:00 pm (PC); seconded (TN); and passed unanimously.

Respectfully Submitted

Robert Zak Pam Czekanski Tricia Neron