

2021-08-19

4:00 PM

Bolton Public Library Board of Trustees

Draft Minutes

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

Covid19 Virtual Meeting Introduction

- a. 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
- b. This meeting is being recorded, with said recording to be made available by the Town of Bolton (in addition to these written minutes)
- c. Trustees Present: Pam Czekanski, Tricia Neron and Bob Zak
- d. Library Director Kelly Collins also Present
- e. The Town has adopted "Zoom Meeting" for conducting virtual Town Meetings for the duration of the COVID 19 Emergency
- f. 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.
- g. You may place yourself on "mute" using "mute" button on web interface, or "*6" via standard phone line.

Agenda:

1. Minutes: postponing signing of minutes until our next "in-person" meeting
2. Discussion of operations under Covid-19
 - a. Childrens Room Recommendations (w/ Denise)
 - i. 30 minute appointments
 - ii. About a 50/50 response positive/negative
 - iii. Considering 4 options:
 1. Keep Appointment only
 2. Walkin Wednesday
 3. Appointments only during peak times
 4. No appointments
 - iv. We will keep appointment only (option 1), given continued surge in Delta Variant, lack of vaccine availability for under 12 population, and start of new school year.
 - b. Programming
 - i. Exploring Outdoor w/ younger population on Pavilion on Town Common

- ii. Take-home craft projects for teen population; considering “subscription” model
 - iii. Trustees grateful for and encourage this creative thinking by YA and Childrens staff.
- 3. Director’s report
 - a. Hamaker Memorial: Trying since May. Reaching limit with this vendor
 - b. Quinlan Memorial: working with family on how best to memorialize
- 4. People Counter:
 - a. Key piece of data in understanding library usage
 - b. Current people counter served purpose for 10+ years, but is unrepairable
 - i. Per extensive debug/diagnostics
 - c. Recommended new unit
 - i. Line powered with network connectivity
 - ii. From Walker Wireless
 - iii. To be mounted in ceiling
 - d. **Motion to fund purchase of new people counter from State Grant fund, not to exceed \$2500 (PC); motion seconded (TN). Passed unanimously.**
- 5. Hotspot Policy
 - a. 5 units available to Bolton as part of 1-year pilot program funded by state
 - b. Packaging is user friendly; early test show this unit seems to work well.
 - c. Proposed policy based on guidance from pilot program, with customization for Bolton.
 - d. **Motion to approve Hotspot Policy as submitted (PC); motion seconded (TN) : Passed unanimously**
- 6. Gifts and Memorials Policy
 - a. Library Endowment Brochure:
 - i. Motion to approve Library Endowment brochure (PC); Seconded (TN); Passed unanimously
 - b. Gifts and Memorials Policy
 - i. Content is good, covers all the corner cases. Director to rework structure to be more inviting.
- 7. Building and grounds update
 - a. Children’s room ceiling: Not leaking
 - b. Program Room: continue Covid19 policy of no groups. Art installations (viewed by individuals) fine. Reconsider policy on in a month
 - c. Sewer Project: Bob to talk w/ Randy and GGD if necessary. Aiming for more data for next meeting.
 - d. Garden and Landscaping
 - i. Plan:
 - 1. Provide constraints, desire of ultra low maintenance to Landscape architect.
 - 2. Landscape architect to provide detailed plan. Have been working with Isabel Wheat to date. Going well.
 - 3. Plan to be used as guide for future volunteer work, basis for potential fundraising

- 4. No quote yet, but plan likely to run \$1.5-2.5K, to be jointly funded by FoBPL and Trustees.
 - ii. Shrubbery around benches need to be replaced. Pany to work w/ DPW on removal this season.
 - e. Parking Lot
 - i. Kelly to confirm removal of a single "stump" – leaving two trees
- 8. Public comment
- 9. Future Meeting and Agenda Topics
 - a. Date/Time 4:30 pm Wednesday; September 29;
 - b. Meeting w/ Advisory Liaison at our Next meeting
 - c. Gifts and Memorial
 - d. Covid Operation
 - i. Town common feedback
 - ii. Meeting room

A **motion** was made to adjourn the meeting at 6:00 pm; seconded; and passed unanimously.

Respectfully Submitted

Robert Zak

Pam Czekanski



Tricia Neron

