

2020-04-28

4:00 PM

Bolton Public Library Board of Trustees

Draft Minutes

A quorum being established, the meeting was brought to order at 4:07 pm.

Agenda:

0. COVID 19 Update and Actions

- a. Extended with stay at home order until May 18
- b. Couple of meetings w/ local directors – staying connected
- c. Board of Library Commissioners for CW/MARS – 40 Directors
  - i. Online collab tool focusing on: Collections/Services/Staffing
  - ii. Will roll into plan and best practices, distribute to Library Directors
- d. Books and Material Spending
  - i. \$3K in ebooks in last month
  - ii. EBook up 17% over last year
  - iii. Plan is stay within budget – \$13K left through July (preserving state grant funds until more known about recovery)
- e. Some sort of project to preserve moment in life of the time
  - i. E.g. Absolutely nothing about 1918 pandemic, or Pearl Harbor
  - ii. Collection: photographs; writing; etc.
  - iii. Work with historical society (for storage of physical material?)
  - iv. “Digital Commonwealth” -- \$200/year – digitize and make searchable digital collections.
    1. Trustees support subscribing to this; Kelly to allocate from existing budget
    2. Plan to focus “2020 Pandemic Archive” on Electronic Records
- f. Staffing post lifting of “stay at home” guidance:
  - i. Bolton Town Admin – Expects people to come back to work
  - ii. important to have Town-wide consistency
- g. Linda M has drafted “How to Reopen” plan – Work in progress – Will be available for review
- h. Seeking Guidance from Town:
  - i. Occupancy rate – defined by Board of Health (advised by State?)
    1. Phased approach
    2. Removal of furniture?
    3. Limit people of in Children’s room?
  - ii. Timeline to be fully opened
- i. Current Work at the Library
  - i. Staff working through a long list of things to do – at Library and from Home
  - ii. Kudos to Denise building online community:
    1. Virtual Poetry Slam

- 2. Virtual Story Time
- j. Budget for the year in good shape
  - i. Plexiglass shields for circulation desk under investigation
    - 1. Working w/ DPW; potential fabricators
  - ii. Additional Masks, etc.
    - 1. Order now, expect to be backordered
- k. Sanitizing Building
  - i. Working through details of schedule
- 1. Next meeting:
  - a. Tuesday, May 11 , 4:00 pm, via Zoom
  - b. Potential Agenda Topics:
    - i. COVID19 Status and Plans
    - ii. Policy Updates

A **motion** was made to adjourn the meeting at 4:40 pm; seconded; and passed unanimously.

Respectfully Submitted



Robert Zak



Pam Czekanski



Tricia Neron