

2020-08-04

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 4:05 pm.

Agenda:

1. COVID 19 Update and Actions & Directors Report
  - a. Phased Service Increase from last meeting:
    - i. Contactless Pickup
    - ii. Network Service (opened July 21, after being closed since mid May)
    - iii. Allowing hold placement on any material in the network
    - iv. Opened Book Drop
    - v. Initiated unscheduled pickup (to handle higher volume) July 28 CWMars is now sending email.
    - vi. Pickup hours: Enhance to include off-business hours.
    - vii. Potential Saturday and/or weekday evening alternatives:
    - viii. Now have access to Digital Commonwealth
  - b. Summer Packages: Really popular
    - i. Feedback positive from parents
  - c. School Plan:
  - d. Network Circulation: State Delivery
  - e. Library HVAC: agree to explore possible upgrades to system filtration system (e.g. UVC filter)
    - i. Bob contacted Amani and Sons (original HVAC system supplier). Eliot at Amanti engaged in research before making recommendation on possible configuration options, and or enhancements to HVAC systems to reduce risk of viral spread via airborne droplets.
  - f. Next Phase Service Increase: Pickup hours:
    - i. Opening book drop over weekend coincident w/ Monday network delivery
    - ii. Will add after work hours immediately. Kelly to choose one night til 8 o'clock
    - iii. In absence of compelling, "need to be in the library use cases" and in view of (now slightly increasing) MA case rates, and potential impact of school reopening, no current plan to open Library building itself to public.
      1. Continue to seek input
    - iv. Copy Service: considered, rejected
2. Painting
  - a. Don Lowe is now leading painting project, and is working towards a project start this season
3. Outside landscaping?
  - a. Talked w/ Brandon – have a quote for spring cleanup – have not heard from him since
    - i. Tricia to followup

- b. DPW – some weed trimming; some
- 4. Web page update
  - a. Add E-version of recognition to website
  - b. Add Pointer to Worcester Foundation
- 5. Signage?
  - a. Have signage, waiting to be installed.
- 6. Next Meeting:
  - a. Tuesday September 8<sup>th</sup> at 4:00 pm via Zoom (contingent on Tricia's availability)

A **motion** was made to adjourn the meeting at 4:47 pm; seconded; and passed unanimously.

Respectfully Submitted



Robert Zak



Pam Czekanski



Tricia Neron