

2020-09-08

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 4:08 pm.

Agenda:

0. 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.

1. COVID 19 Update and Actions & Directors Report

- a. Area Library Summary:
 - i. Most libraries remain closed to public
 - ii. Opening contingent on Public School experience
 - iii. Examples of Opening/Restrictions
 1. Leominster – only on ground floor on ground floor
 2. Time Limit
 3. No Rest Room: Bolton guidance is rest rooms should be open
 4. Top of the hour appointments for 20, 40 minute
 5. Limiting people; one way in; one way out
 6. Moving furniture
 7. Reclosing due to staff exposure (e.g. Sheffield, today)
 - iv. People miss "experience" of using library; solution come with many restrictions which work against the experience
 - v. Childrens Room:
 1. Open, but limiting number of people

2. Children's new books outside of the children's room
3. No computer, no seating
- b. NRSD School Plan:
 - i. A-M M/Tu
 - ii. W- remote
 - iii. N-Z Thu/Friday
 - iv. First day Sep 16
 - v. Children require two masks from home
 - vi. Separated in class; 3 feet apart; classrooms are pared down
 - vii. Lunches are wrapped (may not be served in cafeteria)
- c. Curbside Pickup Service:
 - i. Continues to be very active, very valued service – much better than “Electronic only” material option.
 - ii. Book drop is now being emptied very day
- d. Library HVAC:
 - i. ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers) Recommendations
 - ii. E. Amanti and Sons Site Visit – having trouble meeting
 - iii. Burnell Controls:
 1. Kelly will give contact to Bob
 - iv. Funding Engineering Recommendation:
 1. (Due to pandemic) Likely to be funds in “Misc and Programs” and “Purchase of services” to draw from
 2. Our goal is to cover any engineering recommendation or remediation required within the current budget
- e. Next Phase Service Increase:
 - i. Open Saturdays 10-2 this week
 - ii. Not seeing 6-8 at night, but will keep in play given slowness (in general) of August
 - iii. Lobby and bookdrop are now open full Pre-pandemic hours
 - iv. Callins
 1. Downloading E-Material
 2. Quaranteened Material back into system
 3. Staff is keeping FAQ up to date
- f. Survey Feedback:
 - i. Youth Services: included with minutes
 - ii. Town Survey
 1. Meeting room access
2. Painting
 - a. Don accepted bid; awaiting signed contract; will advise
3. Outside landscaping?
 - a. Kelly to contact Tricia re: contractor
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, working w/ DPW
- 6. Next Meeting:
 - a. meeting October 6 at 4:00 pm via Zoom (contingent on Tricia's availability)

A **motion** was made to adjourn the meeting at 4:45 pm; seconded; and passed unanimously.

Respectfully Submitted



Robert Zak



Pam Czekanski



Tricia Neron