2021-10-26

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

* 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, 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: postponing signing of minutes until our next “in-person” meeting
2. Directors Report
	1. Budget 3-year average of fuels
	2. Need to focus on the “level funded” budget; but identify items we might prioritize with outside funding.
	3. Water bottle filler to replace water fountain: Request to DPW in July.
	4. WiFi Modems: are being used (publicity via town news and announcements)
	5. Worcester Foundation balance update
3. Discussion: Building and Grounds Updates
	1. Review of DPW/BPL Project worksheet
		1. Status of Paving: Contractor chosen, but likely to miss fall 2021 season. Project more likely to start early spring or summer of 2022.
		2. Kelly: What is “lighting system upgrade”?
		3. Kelly: Missing Water bottle filler
	2. Plumbing Project
		1. Vestibule Floor Covering: Kelly to query design firm for possible ideas.
		2. **Motion** to procure tile for upcoming library sewer project with funds from state grant and aid. Motion made (PC); seconded (RZ); passed unanimously. Kelly has info necessary to get this out as early as 10/27/2021.
	3. DPW-hired arborist was at library and did great work
	4. **Motion** to approve donation by Panny Gerken to clean and repair benches. Motion made (PC), seconded (RZ), passed unanimously. With thanks to the Gerkens for their continued support of the grounds cleanup
4. Discussion: Snow emergency procedures:
	1. **Motion** to approve recommendation from Director Collins to have Director and Trustees declare any snow closure of building with plan to have staff work from home on these days. Motion made (PC); Seconded (RZ); passed unanimously.
5. Discussion: Holiday Schedule (November, December, January)
	1. No issue with Kelly’s plan to synchronize discretionary Christmas holiday for staff.
6. Children Rooms w/o Appt
	1. **Motion** to transition back to access of children’s room without appointment; with masks required for childrens’ room patrons; effective November 2, 2021. Motion made (PC); seconded (RZ); passed unanimously
7. Program Room
	1. **Motion** to open program room for reservation with max capacity of 15; with masks required; effective November 2, 2021. Motion made (RZ); seconded (PC); assed Unanimously
8. Gifts and Memorials Policy
	1. **Motion** to approve (with typographical fixes), and with appended “naming opportunities” document appended. Motion made (PC); seconded (RZ); passed unanimously.
9. Public comment
	1. Programming opportunities have been stimulated by options exposed during Covid19.
	2. Collaboration between Libraries: one big zoom meeting
	3. Two more joint virtual events planned
10. Future Meeting and Agenda Topics
	1. Date/Time: November 16 (17) at 4:00 pm via zoom.

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

Respectfully Submitted

Robert Zak Pam Czekanski