

Sawyer Free Library Board of Trustees

April 28, 2020 05:30 PM Eastern Time (US and Canada)

Attendance (via Zoom): Fran Aliberte, Anne-Marie Anderson, Peter Brau, John Brennan, Jason Brisbois, Fred Cowan, John Day, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, James Pope (left the meeting at 6:25), Joann Riley, Mern Sibley, Marsha Sloane, Library Director Deborah Kelsey, and guests Kecia German and Gail Sarofeen. Joined by Mayor Sefatia Romeo Theken from 6:00-6:05

Not Present: n/a

1. 5:38 Call to order
2. Welcome and introductions. This meeting is being recorded. John called for a voice roll call.
3. Approval of the February 25, 2020 minutes. Fran moved to approve the minutes as presented; Jason seconded and the minutes were approved via roll call. Anne-Marie, Peter, and Mern abstained.
4. Financial
 - a. Treasurer's report. Joe presented budget versus actuals for the month of March; due to the pandemic shutdown there has been limited activity. For the time being Foundation monies are being listed as miscellaneous. Investments fell with the market, but at a much smaller level than the overall market. Mern moved to accept the Treasurer's Report. Fred seconded and the report was accepted via roll call.
5. Discussion and Action
 - a. Annual Meeting: has been postponed due to the shutdown. It is unclear when that will be held. Per the bylaws we are putting forth a slate of officers to serve.
 - b. Fred moved to approve the Slate of Officers of the Board of Trustees for two-year terms approval to commence as of this meeting. Marsha seconded and the motion was approved via roll call.
 - i. President – Mern Sibley
 - ii. Vice President – Fran Aliberte
 - iii. Treasurer – Joe Grella
 - iv. Secretary – Anne-Marie Anderson
 - c. Mern thanked the outgoing officers for their service. John Brennan will be stepping up as the President of the Foundation board.
 - d. FY2021 Board of Trustees Action Plan approval. Mern and Anne-Marie drafted this with input from Fran and Priscilla. The Corporate Communications Committee (CCC) will be instrumental in promoting the plans; they could use another member to help. Priscilla moved to approve the Plan with one small

change from James. Peter seconded and the Plan was approved via roll call. The Board thanked Mern and Anne-Marie for their work.

- e. The Mayor joined the meeting: She informed the group that though State funding will be cut as a result of the shutdown, the City is not planning on any layoffs as a result. Deborah is in conversation with Mass. Board of Library Commissioners (MBLC) about what this means for the building grant. They have said that most libraries in front of us will drop out, which would speed up our timeline. If we cannot make the local match we would have to drop out too.
- f. FY2021 Board of Trustees Budget approval. The budget was drafted with help from Deborah and input from committees. The budget includes the \$300,000 pledged to the Foundation. Joe suggests spreading that \$300,000 out as needed rather than transferring it all at once. Peter B will draft a process for transferring those funds over. John moved to table approval of the budget until the next meeting. Simon seconded and the motion was approved via roll call.
 - i. Bathroom renovations: Fred asked Committee members to review architect Rob Gulla's final proposal. George Leavitt would prepare construction ready documents to request the building permit at a cost of \$7,400. Any work done after that would be billed out at \$125/hour. Bathroom renovations were approved for the FY20 budget and will need to be added to the FY21 budget instead. Fred will separate out expenses to be covered next year. Fran moved to approve the \$7,400 expense for the building permit. Jason seconded at the expense was approved via roll call.

6. Updates

- a. Building & Grounds – Fred Cowan
 - i. Reopening after the shutdown:
 - 1. Deborah is drafting procedures for handling materials. The Board of Health has offered to provide help as needed.
 - 2. Deborah is drafting practices including: metered access to the library to keep occupancy down; periodic cleaning of heavy traffic areas during the day; curbside pick-up.
- b. Corporate Communications – Fran Aliberte
 - i. They are working with Gloucester Education Foundation to create a remote program for kids.
- c. Friends – Gail Sarofeen
 - i. Gail reported on the fall Art Auction. The Friends received a \$1,000 grant. Friends participated in the Middle Street Walk.
- d. Lyceum – Marsha Sloane
 - i. Most March events were cancelled.
- e. Sawyer Library Foundation – Simon Paddock
 - i. The Foundation Board is meeting via phone conference every two weeks. Conversations have focused on building a timeline for their work.
- f. Library Director Search – Mern Sibley
 - i. The Search Committee has reviewed candidates and will be conducting interviews this week.
- g. Shutdown update – Deborah Kelsey

- i. Staff are busy providing virtual programming. The physical plant is scheduled to reopen on a limited basis as of May 18th.
7. 7:25 Adjourn. There being no further business the meeting was adjourned.
8. Next meeting date: Trustees – Tuesday, May 26, 5:30 pm

Respectfully submitted, Tracy Bowen

Motions Summary

Mern moved to accept the Treasurer's Report. Fred seconded and the report was accepted via roll call.

Fred moved to approve the Slate of Officers of the Board of Trustees for two-year terms approval to commence as of this meeting. Marsha seconded and the motion was approved via roll call.

- i. President – Mern Sibley
- ii. Vice President – Fran Aliberte
- iii. Treasurer – Joe Grella
- iv. Secretary – Anne-Marie Anderson

Priscilla moved to approve FY2021 Board of Trustees Action Plan with one small change from James. Peter seconded and the Plan was approved via roll call.

John moved to table approval of the budget until the next meeting. Simon seconded and the motion was approved via roll call.

Fran moved to approve the \$7,400 expense for the bathroom renovations building permit. Jason seconded at the expense was approved via roll call.

Actions Summary

Peter B will draft a process for structure transfer of funds to the Foundation.

Fred will separate out bathroom renovation expenses incurred in FY20 and those to be included in the FY21 budget.

Deborah is drafting procedures for handling materials when the Library re-opens. She is also drafting practices including: metered access to the library to keep occupancy down; periodic cleaning of heavy traffic areas during the day; curbside pick-up.

Sawyer Free Library Highlights April 28, 2020

Building & Grounds:

Custodial Services:

- DPW is providing one custodian every other day.
- Training and oversight is needed to improve overall performance and disinfection processes.

Monell Building - Children's Room

- Relocation of collections, shelving and furniture, painting, and installation of carpeting and shelving will be rescheduled.

Monell Building - Restrooms

- More detailed plans will be developed by Rob Gulla, Architect. He will acquire the building permit. He will serve as a consultant on project management for an hourly basis. AIA contract and proposal – Action Item

Collaborations:

#gloucestertogether – a project led by the library with Cape Ann Museum, Art Haven, Backyard Growers, Gloucester Educational Foundation, and Gloucester Stage, asking residents to post what they're "reading, making, learning, growing, performing".

Gloucester Educational Foundation is distributing drawing and art materials to students to encourage them to express their experience during COVID-19. The deadline of Poetry without Paper has been extended to May 30th as part of the program.

Census 2020:

- B Pocock was interviewed by 1623 Studios.
- Staff have been creating social media posts twice a week.
- K Lauderdale will be doing a virtual storytime using engagement materials created for the purpose *Everyone Counts*.

Collections & Services:

New nonfiction is being ordered – H Freeman

Magazine collection is being evaluated – M Martin

900's are being updated – J Linsky

Local History – J Linsky

- Using Newsbank and *The Boston Globe* <https://www.youtube.com/watch?v=RHMfHcDRXtI>
- Using HeritageQuest <https://www.youtube.com/watch?v=bfm6r3kuc70>
- Using SFL's Online Local History Resources <https://www.youtube.com/watch?v=xEYmhfXvsm4>

Teens

- Working with the assistant superintendent of schools, Gregg Bach, to try to fix the barrier to Gloucester students getting provisional SFL cards. – B Pocock & S Lajoie

Promotions & Corporate Communications:

Social media team has been working to keep the public engaged during this time.

Remote library services were promoted on 1623 Studios and The Bridge Cape Ann by B Pocock

Website:

Reorganization is underway.

Children's and Teen Services have separate tiles and subcategories of resources.

Programs:

Cook-a-Book has been hosted remotely twice by M Martin. Attendees appreciated the program. The participation has been equal to the past program.

Books-n-Brews has been hosted remotely by M Martin. Participation has been equal to the in person program.

Children's Programs on Sawyer Free Library YouTube Channel

- Making Animal Cards with Linda <https://www.youtube.com/watch?v=CfrMaPFye1A>
- Butterfly Craft with Justine <https://www.youtube.com/watch?v=MTXjL9FnNxo>
- Storytime with Christy - Apr 21 <https://www.youtube.com/watch?v=hcEC4S6bL9k>
- Storytime with Christy - Apr 15 <https://www.youtube.com/watch?v=LF1H7VvWsp4>
- Peep Slime with Kristen https://www.youtube.com/watch?v=veDqM9_a38s

LSTA Grant: Library as Civic Hub: Managed by B Pocock

- Civic Hub Public Trust in Journalism
 - Panel discussion with journalists from *Frontline*, *Boston Globe*, *Gloucester Daily Times*, and *Gillnetter* to discuss restoring trust in journalism as well as the future of journalism is on hold.
 - Considering an online forum for May or June.
- Civic Hub Global Warming / Rising Ocean / Climate Change
 - Two all-city reads will be scheduled over the summer:
 - Fiction – *The Marrow Thieves* by Cherie Dimaline;
 - Nonfiction – *Falter* by Bill McKibben.
 - Mid-September interview with Bill McKibben is scheduled.
 - Overdrive is negotiating with the publishers of these books to let us provide simultaneous ebooks and has been successful for the fiction title.
 - Working on creating virtual programming components.
 - Still working on public/private collaboration on emergency preparedness communication

Teen Internship: Developed by J Santomauro.

- PLA Inclusive Internship Initiatives grant application was accepted. J Santomauro and an intern interested in pursuing a career in librarianship will be financially supported up to \$3,500 to attend in-person meetings in Washington DC and Chicago. This opportunity has been postponed until next year.
- Developing virtual internship opportunities.

LSTA Grant: Pathways to Success: Providing job and career assistance – J Santomauro

- Grant application submitted April 7th.

Poetry without Paper began March 1st. The annual contest will run through May 30th.

Reports:

Annual Report Information Survey (ARIS) deadline will be moved to coincide with the deadline for the Financial Compliance form and State Aid application, most likely Oct 2nd.

Emergency State Aid Policy Changes Preamble FY2021

Due to the COVID-19 pandemic and its impact on Massachusetts and in an effort to support and protect the Commonwealth's municipal libraries, their dedicated staff members, Trustees, and the patrons they serve and to assist them in their future recovery efforts, the Massachusetts Board of Library Commissioners suspends the following FY2020 State Aid to Public Libraries Program Policies (Reported in the FY2021 State Aid cycle) and revises the Five Year Waiver Policy and the Library Closure Policy in acknowledgement of the current crisis:

Hours Open Requirement: Hours reported for FY2020 compliance period up to the Governor's State of Emergency Declaration on March 10, 2020 will meet full compliance with the Hours Open Requirement (reported on the FY2021 Application and Compliance form).

Materials Expenditure Requirement: Expenditures on materials for FY2020 from July 1, 2019 up to the Governor's State of Emergency Declaration on March 10, 2020 will meet full compliance with the FY2020 Materials Expenditure Requirement.

Accommodation Policies for the Hours Open and Materials Expenditure Requirement:
Suspended for FY2020.

The Closure of a Public Library: the Policy is revised starting with the FY2020 Policy and going forward to include for clarification, examples of natural catastrophes, i.e. fire, flood, storms, and epidemics/pandemics and other states of emergencies (Federal, State, and Local).

NOTE: Libraries should reopen as soon as possible once the state of emergency is lifted. A municipality that does not reopen its library after municipal services are restored risks decertification.

Municipal Appropriation Requirement (MAR) Chapter 78, Section 19A: The MAR formula has not changed and the requirement has not been reset.

Staff:

Staff reviews of part-time staff and assistant director will be scheduled as soon as possible.

Lara Vilahomat and her husband Jose greeted their son, Felix, on April 13th. All are doing well.

Massachusetts Libraries Respond: Opioid Epidemic Symposium LSTA social infrastructure grant opportunity - Staff training on serving patrons in-crisis with [Mental Health First Aid](#) may be available remotely.

The new AFSCME B contract, reclassification and compensation is in effect. A MOA with the Union regarding the library's administrative assistant position is pending. D Leete, HR director will work on this with the Union when possible.

Library director position was posted on the MBLC, NELA and ALA websites with an application deadline of April 10th. Reposted on MBLC site with a deadline of May 15th. Received 10 applications to date. First interviews are scheduled.

Technology:

City IT is working on imaging new public computers for Information Services and setting up the self-serve print release station, scanner / copier / printer.

The Friends voted the funds for a second AWE station for Children's Services.

Zoom account has been acquired to enhance our ability to offer virtual programs, services, and meetings.

Other:**COVID-19**

- Precaution and response have been our highest priority..
- Staff are working remotely – developing podcasts, virtual services, and programming. These offerings will be part of the core services the library staff will provide from now on.
- Purchasing of materials is continuing.
- Staff is engaging in online training opportunities.
- Staff is providing technology assistance.
- Remote access to the Foundation Directory on behalf of local nonprofits looking for grants and grantmakers has been granted by the Foundation Information Network parent company Candid.
- Remote access to Ancestry.com has been made available.
- Hoopla is offering some free resources.
- Administration and staff decided to not provide curbside service and home deliveries based on multiple concerns about encouraging people to leave their homes to come to the library, increasing the risk of the senior population, and putting the library staff at risk.
- Plans for reopening are beginning to be developed.

Annual Meeting:

- Tentatively rescheduled for June 15th.
- Could be held via Zoom.

FY21 Budget:

- Budget request to the City was presented to the city treasurer and budget analyst at the end of March. Full-time custodian and communications librarian positions were included in the request. Funding for an additional librarian is unlikely. Maintaining the current level of staffing will be challenging for the city, but essential for the delivery of responsive, modern, effective library services to support residents to meet their needs for employment, education, and engagement.
- Budget request to the Board of Trustees was drafted by J Grella – Action Item.

FY21 Action Plan for the Board of Trustees was drafted by M Sibley and A-M Anderson – Action Item.

Respectfully submitted,
Deborah Kelsey, Library Director