



DISCOVER THE PAST, CREATE THE FUTURE

## BOARD OF TRUSTEES

**Tuesday, May 26, 2020, 5:30 pm**

Via ZOOM conference: <https://us02web.zoom.us/j/81791118166>

**Attendance:** Fran Aliberte, Anne-Marie Anderson, Peter Brau, Jason Brisbois, John Day, Peter Feinstein, Joe Grella, Priscilla Malboeuf, Simon Paddock, Joann Riley, Mern Sibley, Marsha Sloane, and Library Director Deborah Kelsey

**Not Present:** Fred Cowan, James Pope

1. 5:35 Call to order
2. Welcome and introductions. This meeting is being recorded.
  - a. Anne-Marie (AMA) thanked Deborah for meeting to discuss role of the Secretary. AMA will present more info in June. She asks that committee chairs send a list of upcoming meeting dates for the rest of 2020. Please include AMA when sending monthly meeting agenda.
3. Approval of the April 28, 2020 minutes. Fran moved to approve the minutes as presented. Priscilla seconded and the minutes were approved via roll call.
4. Financial
  - a. Treasurer's report – Joe Grella
    - i. Joe shared P&L for the month. Year to date we are under budget with two months left in the fiscal year.
    - ii. Investments continued to rebound in April.
    - iii. Fran moved to accept the Treasurer's Report. Priscilla seconded and the report was approved via roll call.
  - b. Update on City Budget FY2021 – Deborah Kelsey
    - i. The City passed the budget we submitted including the NOBLE expense. We are waiting to hear if an additional custodian position will be covered in the SFL budget or in the City's.
5. Discussion and Action
  - a. Approve Board of Trustees Candidate Melanie Murray-Brown and Neil Glickstein

- i. Fran and Fred met with both. Fran offered a brief description of each candidate and what they would bring to the Board.
  - ii. Melanie: Priscilla moved to approve Melanie Murray-Brown as a Trustee. Jason seconded and the motion was approved via roll call.
  - iii. Neil: John moved to approve Neil Glickstein as a Trustee. Anne-Marie seconded and the motion was approved via roll call.
- b. Friends liaison: John Day has volunteered to serve. The Friends are delighted. Simon moved to approve the appointment. Fran seconded. John abstained and the motion was approved via roll call.
- c. Governance Committee – Mern Sibley
  - i. There is a group working on Trustee on-boarding materials.
  - ii. The following Trustees have volunteered to serve on the Governance Committee in addition to the officers: Peter Brau, Fred, Priscilla, and Simon. Fran moved to approve the slate and Peter B seconded. Peter and Simon abstained and the motion was approved via roll call.
- d. Grant Funding Agreement between SFL Board and Library Foundation – Amended for FY2021 – Mern Sibley
  - i. Signers have been updated with current officers and dates amended. Peter B moved to approve the agreement. Fran seconded and the motion was approved via roll call.
- e. Grant Funding Policy for Foundation - Mern Sibley
  - i. Mern gave a brief overview of the policy and the history behind it. John moved to approve the policy and AMA seconded. After brief discussion re: the timing and approval of funding requests the motion was approved via roll call. Mern thanked Peter B, Joe, and Priscilla for drafting the policy.
- f. FY2021 Board Budget
  - i. Peter B moved to approve the budget. Fran seconded and the budget was approved via roll call.
- g. Library Re-Opening Draft Plan – Deborah Kelsey
  - i. June 1: We are expecting to be open for home delivery, phone services, and curbside pick-up. We have worked through staff procedures in consultation with City HR. We have PPE for staff. Staff will be scattered throughout the building. One person will handle materials. Deborah is planning a staff walk-through on Thursday. Laptops are on order for staff to be able to work remotely. Staff will be on site six days per week from 9:00 to 5:00; mornings for prep, afternoons for public interaction.
  - ii. HVAC systems need work before opening. We have ticket out with DPW for window units and are looking at repairs to centralized units.
  - iii. We are required to self-certify that we are meeting state requirements to re-open. There was discussion of liability concerns. Trustees will decide when to open the building to the public. The Board has a liability insurance policy. Fran will call Carroll Steele Insurance to ask about liability concerns and report back at the next Board meeting.
  - iv. COVID-19 Pandemic and the Re-opening of Sawyer free Library - Letter from Board to the community (see attached). The group discussed and made some minor changes. We will post it on our website and have it printed in the local newspapers as well. Beth Pocock is scheduled to be interviewed on 1623

Studios; she will mention it there. Priscilla moved to put forth the letter as amended. Jason seconded and distribution of the amended letter was approved via roll call.

- h. Postponement of the Annual Meeting – motion and vote
    - i. Priscilla moved that in light of the extraordinary Covid-19 situation, and to maximize Corporator participation and vote, the May 2020 Annual Meeting will be postponed until such time that the Board, in conjunction with the City of Gloucester, determines that it is safe to hold the Annual Meeting. The motion was amended to delete the word May (i.e., the 2020 Annual Meeting). Simon seconded and the motion was approved via roll call.
6. Updates
- a. Corporate Communications – Fran Aliberte
    - i. Annual Report: A draft is ready for Mern’s review. When ready, the Report will be sent electronically and shared with local papers.
  - b. Update on MBLC Construction Program – Deborah Kelsey
    - i. The Bond Bill is under discussion with some revisions and yet to be approved. The finance office in control of disbursement is looking to increase the amount distributed to \$25million/year which would speed up the waiting list. If libraries in front of us on the list drop out we move up. This could present problems if we don’t have the required matching funds. The group brainstormed how to negotiate with the MBLC. Peter suggested forming a working group to address this; he and Mern will discuss this.
  - c. Moving to Executive Session to discuss Deborah’s proposal re: her retirement. Fran moved to enter into executive session. Priscilla seconded and the motion was approved via roll call.
7. Next Meeting: Board of Trustees: Tuesday, June 23, 2020 at 5:30 PM
8. 7:10 Adjourn. There being no further business the meeting was adjourned.

Respectfully submitted, Tracy Bowen

### **Motions Summary**

Fran moved to accept the Treasurer’s Report. Priscilla seconded and the report was approved via roll call.

Voting Melanie Murray-Brown in as a Trustee: Priscilla moved to approve Melanie Murray-Brown as a Trustee. Jason seconded and the motion was approved via roll call.

Voting Neil Glickstein in as a Trustee: John moved to approve Neil Glickstein as a Trustee. Anne-Marie seconded and the motion was approved via roll call.

Friends liaison: John Day has volunteered to serve. Simon moved to approve the appointment. Fran seconded. John abstained and the motion was approved via roll call.

The following Trustees have volunteered to serve on the Governance Committee in addition to the officers: Peter Brau, Fred, Priscilla, and Simon. Fran moved to approve the slate and Peter B seconded. Peter and Simon abstained and the motion was approved via roll call.

Grant Funding Agreement between SFL Board and Library Foundation – Amended for FY2021: Signers have been updated with current officers and dates amended. Peter B moved to approve the agreement. Fran seconded and the motion was approved via roll call.

Grant Funding Policy for Foundation: John moved to approve the policy and AMA seconded. After brief discussion re: the timing and approval of funding requests the motion was approved via roll call.

Peter B moved to approve the corporate FY21 budget. Fran seconded and the budget was approved via roll call.

COVID-19 Pandemic and the Re-opening of Sawyer free Library - Letter from Board to the community (see attached). Priscilla moved to put forth the letter as amended. Jason seconded and distribution of the amended letter was approved via roll call.

Priscilla moved that in light of the extraordinary Covid-19 situation, and to maximize Corporator participation and vote, the May 2020 Annual Meeting will be postponed until such time that the Board, in conjunction with the City of Gloucester, determines that it is safe to hold the Annual Meeting. The motion was amended to delete the word May (i.e., the 2020 Annual Meeting). Simon seconded and the motion was approved via roll call.

### **Actions Summary**

Fran will call Carroll Steele Insurance to ask about liability concerns and reopening after the Covid-19 mandatory shut down. He will report back at the next Board meeting.

Peter and Mern will discuss how to negotiate with the MBLC about the building program grant funding process in light of Covid-19.

Gloucester Lyceum and Sawyer Free Library  
2 Dale Avenue, Gloucester, MA 01930

[www.sawyerfreelibrary.org](http://www.sawyerfreelibrary.org)

*Deborah Kelsey, Library Director*



May 26, 2020

## **The COVID-19 Pandemic and Reopening the Sawyer Free Library**

The Trustees strive to provide a welcoming, enriching, and above all, safe library environment for our patrons. In March, the Covid-19 outbreak compelled us to close for several months to protect the health of our staff and community.

Now, as conditions allow us to reopen, our goal is to provide library services in the least restrictive manner possible **while preserving the health and safety of library patrons and library staff.**

To accomplish these twin goals the Trustees have recommended:

- The Library remain closed to the public until building-specific safety issues have been resolved.
- The staff provide a number of new services to allow the public access to library services. These will include curbside pick-up and expanded home delivery among others.
- In-house programming be suspended.

When the building is able to safely reopen, some restrictions may be needed to continue to ensure the safety of the public and our staff. These may include:

- Limited numbers of the people in the building.
- Restricted hours.
- Restricted access to some materials.
- Reduced time on public computers.

The Trustees closely follow the directives and recommendations of the Gloucester Board of Health and the Governor in regard to public safety and of the Institute of Museums and Library Services in relation to the safe handling of library materials.

Please consult the [sawyerfreelibrary.org](http://sawyerfreelibrary.org) for specific updates.

### **The Library Director and Trustees may adjust this policy to meet emergent needs.**

The Trustees appreciate your patience and understanding as we navigate this challenging time. We hope you will do your part to help us keep the library staff and the public safe by continuing to follow the guidance of local health officials regarding handwashing, face coverings, social distancing or other health precautions.

## **Sawyer Free Library Highlights**

**May 26, 2020**

### **Building & Grounds:**

#### Monell Building - Children's Room

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

#### Monell Building – Restrooms

- Activated process with architect and general contractor. Next steps are obtaining a building permit and scheduling the work.

#### A/C

- Considering ways to improve the air quality in the building(s). There are three different A/C systems used: roof top unit, slit system units, and window units. Each require a different approach.

#### Grounds

- Irrigation will be turned on once plumbing issue is resolved
- Landscaping work has begun
- Beech tree is doing extremely well. Propagation project will begin by cutting scion/sprouts from the top of the tree and sprouting them. Also, planning to gather seedlings that come up around the base of the tree. If possible, these new beeches will be given to Gloucester's children for planting around the city as part of a children's program in the fall.

### **Collaborations:**

#### Census 2020:

- There is a tile, prominently located on our website linking to the Census.
- K Lauderdale produced a virtual storytime using engagement materials created for the purpose *Everyone Counts*.
- Met with Anne Williams, Partnership Specialist, to consider how to address the low response in Gloucester and Rockport.
- Met with J Destino, J Senos, and VKrawczyk to identify some ways to increase participation in Ward II, III, V – precinct 1
- C Armstrong is helping to get printed lawn signs and banners.

### **Collections & Services:**

#### Local History – J Linsky

Created videos posted on the Gloucester Lyceum and Sawyer Free Library YouTube Channel

- Newspaper Source Tutorial
- Gale: U.S. History in Context Database Tutorial
- Conservation, Preservation, Digitization... Workshop
- Caring for Photographs Workshop
- Archival Basics

Researching and responding to local history queries.

OverDrive collections developed for children and adults.

Teens

- Working with the middle school teacher/principal to resolve access to OverDrive issues for students
- Working with LEAP and GHS to set up paid virtual internships with the library Jul 6-Aug 14. One would focus on technology; two on programming and teen outreach and involvement; all three would serve on the Teen Advisory Board to strategize growing teen engagement and brainstorm ideas for the Teen Zone.

### **Compliments:**

- “I’m excited that we are doing this again- I really enjoyed the online discussion that we have had and the interesting views of the participants. You do a fantastic job with leading groups – I’ve seen other things on Zoom that are chaotic because everyone is talking at once. Talking with you and your group has been the highlight of my last few months!

Just to let you know, I was able to get an audio download from OverDrive ... from the Boston Public Library – it’s amazing what is available out there.” Donna G., attendee to Books-n-Brews and Book Lovers Unite!

### **Promotions & Corporate Communications:**

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

- “There’s Always Something Happening at the Sawyer Free Library” weekly live video including interviews with staff posts – M Martin
- Peek in the Past posts – J Linsky
- Other local institutions and their online resources posts – J Linsky
- Generation of GHS Grads posts – J Linsky
- Using the NOBLE Libraries App – H Freeman
- New item and award lists created for the New/Recommended webpage – H Freeman

### **Programs:**

Book Lovers Unite! A virtual Zoom group – M Martin

Health/Self Care during COVID, a four part series with certified health care practitioners: Janet Green Garrison – yoga and meditation instructor, Susan Davis - nutritionist Megan Wolf – yoga and essential oil practitioner, Greta Williams – acupuncturist – M Martin

Children’s Programs on the Library’s YouTube Channel are created by the talented staff on a weekly basis.

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

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

- Civic Hub Public Trust in Journalism is not going to be offered during the grant year.
- 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.

- Simultaneous ebook access to *The Marrow Thieves* through OverDrive has been arranged
- Four moderators for the book discussions:
  - Jack Clark – environmental lobbyist and Dick Proudly – Town Green 2025 will lead the discussion on *Falter*
  - Alicia Pensorse – Ocean Alliance and SFL staff will lead the discussion on *The Marrow Thieves*
- Four ways to participate:
  - Read either or both of the books
  - Join a book discussion
  - Start your own book discussion
  - Attend the program in September
- Creating a list of activities for kids to do – Gloucester Kids Read
- Identifying ways to learn more for engagement piece – How Can I Learn More

**Staff:**

Kristen Lauderdale and her spouse Sarah welcomed their twins Stella and Christopher on May 9<sup>th</sup>. Kristen may be on FMLA leave through June and again in the fall.

Lara Vilahomat will be on FMLA leave through June.

The majority of staff is taking advantage of the many professional development opportunities during their remote work weeks.

**Technology:**

City IT has completed the imaging new public computers for Information Services and setting up the self-serve print release station, scanner / copier / printer. For staff convenience and more better public service this equipment has been relocated to the Friend Room along with a telephone, for the near future.

Purchased software tools, LibAnswers and LibGuides to assist with providing remote information services.

**Other:**

COVID-19

- Plans for reopening have been developed and revised. The Department of Public Health will need to review the plan and approve the plans prior to activation of additional services to the public, i.e. curbside pickup, home delivery, and curbside technology.
- Curbside pickup service process developed
- Home delivery service process developed
- Curbside technology process developed



FY21 Budget:

- Budget request to the City was presented with an additional librarian not funded to the City Council Budget and Finance Committee. The vote to accept the budget request was unanimous.

Sawyer Library Foundation:

- Contributed description of the library for the Executive Director job description and position posting.
- Met with Library Strategies and Barry Weiner to discuss the development of the case statement.

Respectfully submitted,

Deborah Kelsey, Library Director