



DISCOVER THE PAST, CREATE THE FUTURE

Corporate Communications Committee
Wednesday August 12, 2020, 9:00 –10:00 am
Zoom Meeting

<https://us02web.zoom.us/j/87209455951?pwd=Ymc4Y29VUzZ1SEtFcHZVUGx0UGNFdz09>

Attendance: Fran Aliberte (left meeting at 9:30), Christine Armstrong, Jason Brisbois, Tracy Davis, Melanie Murray-Brown, Sarah Oaks, and Library Director Jenny Benedict

Not Present: Michelle Williams, Assistant Library Director Beth Pocock

1. Call to order
2. Welcome and introductions
3. Approval of the minutes for July 8, 2020. Melanie moved to approve the minutes as presented and Sarah seconded. Jason abstained and the minutes were approved via roll call.
4. New Business
 - a. Reopening – What’s Needed
 - i. Safety Plan: Jenny is working out final details of the plan. Air quality has been a concern for staff. The plan will set time limits on staying in one space. Timing is pending installation of plexiglass barriers which is on order.
 - ii. Jenny has asked SFL staff to reach out to libraries in other regions to learn about their re-opening programs and procedures.
 - iii. Communications: The group discussed how best to get the word out. The Executive Committee (EC) will review Jenny’s draft communications document this week. Jenny will then share the draft and the EC’s feedback with CCC members to review and comment on. Christine asks that she receives comments by next Wednesday.
 - iv. The group discussed the proposed details and signage needs for various aspects of re-opening: teen area, Wellspring tutoring, outdoor Wi-Fi area, Friends booksale, etc.
5. Updates
 - a. Census Project: Signage is done and up. Census personnel are on site this week (in the parking lot) to help people be counted.
 - b. Library Services: Upon re-opening there will be access to express computers, pick up services, Wi-Fi access, and access to the Pressreader

app for reading magazines and newspapers. We will keep in conversation with the schools for ways we can support with services and/or space.

- c. Civic Hub – A Cape Ann Conversation with Bill McKibben
 - i. This will be a taped interview with the author to be broadcast on Facebook on September 22nd. Collaborating organizations will have a chance to submit interview questions ahead of time.
 - ii. This will close out our Civic Hub grant. Tracy will put together a recap of events for the public.
 - iii. Big thanks to Beth Pocock for her work on this grant and the programs.
- d. Foundation Update:
 - i. The Board interviewed one finalist. The Search Committee are looking at a couple of recent applicants. Fran thanked Christine, Melanie, and Sarah for their help with the process.
 - ii. Tracy and Christine made some edits to the Case Study to give it more of a Gloucester flavor. It will be shared with this Committee before it goes public.
- e. MBLC Grant: Because of the pandemic the State has put a hold on awarding the next round of grants. This will likely not affect our timing.
- f. Children’s Library renovations are complete. An early literacy station has been installed to honor long-time volunteer and staffer, Heather Falk.
- g. Website update: Jessica Yurko, who has been updating the website, is resigning from that roll as of mid-September. Christine will send Jenny names of likely candidates to replace her. Jenny will forward to Christine a document she received from NOBLE (website host) that details our website history.

6. 10:15 Adjourn. There being no further business the meeting was adjourned.

7. Next CCC meeting is September 9th at 9:00 a.m.

Respectfully submitted, Tracy Bowen

Motions Summary

n/a

Actions Summary

Jenny will then share the draft communications outline and the EC’s feedback with CCC members to review and comment on. Christine asks that she receives comments by next Wednesday.

Tracy will put together a recap of Civic Hub events for the public.

Christine will send Jenny names of likely candidates for our website. Jenny will forward to Christine a document she received from NOBLE (website host) that details our website history.