

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for June 17, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, June 17, 2020 via Zoom video conferencing. Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 19, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting was conducted via remote participation to the greatest extent possible.

Trustees present were: Diane Tiago, David Boucher, Cynthia MacNaught, Melanie Mannheim, Michael Gray and Kendra Levesque. Layla Johnston, Library Director, was also present. Ryan Quimby, IT Director for the Town of East Longmeadow, was also present to host the Zoom meeting. Guests who were present were Children's Associate, Darcy Kane, Children's Librarian, Michele Lemire, and Adult Services Librarian, Maura Mara.

I. CALL TO ORDER

Chairperson, Michael Gray called the meeting to order at 6:09 pm.

This meeting was audio and videotaped via Zoom for future broadcast on ELCAT as well as provided live streaming to Facebook.

II. MEETING MINUTES

Minutes for the May 20, 2020 meeting needed approval. Cindy MacNaught motioned to accept the minutes. David Boucher seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

Introduction of Virtual Summer Reading Program by Children's Associate Darcy Kane, Children's Librarian Michele Lemire, and Adult Services Librarian Maura Mara.

* Beanstack was introduced as the online platform for the virtual summer reading program. It was launched on June 11. It will run from June 15 – August 15.

* Readers of all ages can register to track reading and time reading. Readers are still able to earn tickets for prizes such as gift cards to local businesses.

* The summer reading link to register can be found at eastlongmeadowlibrary.org

* Also included are prizes for participating in Activity Challenges. Prizes include Tanglewood Virtual Concerts, Virtual Yoga Classes, Virtual Field Trips, Cooking Classes, and Lego Challenges.

* Drawings for prizes are held every 2 weeks and the grand prizes will be drawn on August 16.

IV. DIRECTOR'S REPORT

A. Narrative:

* Director Layla Johnston reported that the town will proceed with a 1/12th budget process for the start of FY21. This will begin on July 1st until an anticipated time of September.

* Library specific safety standards will be continuously updated. Those standards can be found at www.mass.gov/info-details/safety-standards-checklist-libraries

* Curbside pickup began on Monday, June 8 and was announced to the public on Monday, June 15. Curbside pickup is by appointment only. More information can be found on the library website. The schedule of curbside pickup is every 15 minutes, Monday 10:00-6:30 and Tuesday – Friday 10:00-4:00. Delivery of books is not running currently. If a book is unavailable, the librarian will suggest a similar book.

* Borrowed items are bagged in brown paper bags and labeled with the first 4 letters of patron's last name and the last 4 digits of the phone number to protect patron privacy. Pick up of library materials takes place outside the west-facing entrance.

* The community room and conference room have been repurposed as the "quarantine" room for books. Books have a 3-day quarantine period.

* There is no public access to the library building. Staff are trained in the proper use of PPE, social distancing, and hygiene requirements by the Health Department. There is no home delivery or volunteer services. There will be no acceptance of book or magazine donations. Staff are working staggered schedules and workstations are 6 feet apart. Break room has also been closed to prevent any gatherings. Staff are wearing masks and other PPE when in contact with each other or away from workstations.

For additional details, see the Director's Report of June 17, 2020.

David Boucher motioned to accept the Directors Report. Melanie Mannheim seconded, and the motion passed unanimously.

V. COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Pandemic Policy- A draft was written for the East Longmeadow Public Library Pandemic Policy. The Board agreed to review other Pandemic Policies by other libraries to include in the final draft. The policy will be reviewed at the next Board of Trustees meeting.
- B. Meeting Room Policy- The amendment "The library shall follow guidelines set forth by government officials, the Town Manager and the Library Director as to the number of people who will be permitted to attend an event in either the Conference Room or the Community Room during an epidemic, pandemic, or public health emergency" was added to the Meeting Room Policy. Layla volunteered to make the changes in the policy. Cindy MacNaught motioned to accept the Meeting Room Policy. Melanie Mannheim seconded, and the motion passed unanimously.

VIII. FRIENDS OF THE LIBRARY REPORT

* Diane Tiago announced that there are currently 12 people on the board of directors. In May, the Friends requested to pay for some of the carpet tiles in the library that have the most wear and tear. The Friends voted unanimously to finance the cost of the carpet. The installation will take place shortly after July 4. Because of the membership fees, this project was made possible.

IX. OTHER BUSINESS

* Diane shared an article discussing curbside pickup at other libraries in the area. Local library directors stated that virtual programming is the way of the future.

X. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, July 15, 2020 at 6 pm.

XI. ADJOURN

Michael Gray requested a motion to adjourn. Cindy MacNaught made the motion and Melanie Mannheim seconded and it passed unanimously.

The meeting adjourned at 7:12 pm.

Respectfully submitted,

Kendra Levesque,

Secretary

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