

EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
Meeting Minutes for July 15, 2020

The East Longmeadow Board of Library Trustees held its regular monthly meeting on Wednesday, July 15, 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.

I. CALL TO ORDER

Chairperson, Michael Gray called the meeting to order at 6:06 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 June 17, 2020 meeting needed approval with one correction on the wording in Section 3 regarding the Summer Reading Program. Cindy MacNaught motioned to accept the minutes. Melanie Mannheim seconded, and the motion passed unanimously.

III. GUESTS' OPPORTUNITY TO ADDRESS THE BOARD

None

IV. DIRECTOR'S REPORT

A. Narrative:

* Director Layla Johnston reported that 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.

* Over 770 individuals have registered for and are participating in the Virtual Summer Reading Program. There are 254,156 read by 67 teens, 97 adults, 347 children, and 198 preschoolers.

* Thank you to all of the library staff for working to make summer reading exciting for all. Thank you to the Friends of the East Longmeadow Public Library for sponsoring the program

* Carpets are scheduled to be replaced in the teen area, children's room, and circulation workspace beginning on Thursday July 16. Thank you to the Friends for sponsoring the partial carpet replacement.

* The required Annual Report Information Survey (ARIS) opened on July 1, 2020. The deadline is October 2, 2020 due to the pandemic related library building closures. Signature pages will be submitted electronically this year.

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

* Plexiglass has been ordered for the service desks and public computers. Hand sanitizing stations have been installed in the north and west facing vestibules and near the circulation desk. Many libraries are experiencing delays in supplies ordered due to supply chain disruptions.

* Results of research conducted by scientific laboratory Battelle were published on June 22. This research was conducted to determine if circulating library materials poses a risk of virus transmission through contact with commonly circulated items such as books and DVDs. You can read the full report here:

* 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. Two part-time clerks who were furloughed were recalled to work on July 13, 2020.

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

For additional details, see the Director’s Report of July 15, 2020.

Diane Tiago motioned to accept the Directors Report. Cindy MacNaught seconded, and the motion passed unanimously.

V. COMMITTEE REPORTS

None

VI. OLD BUSINESS

- A. Pandemic Policy- A draft was written for the East Longmeadow Public Library Pandemic Policy. The Board reviewed the changes and agreed to discuss the proposed changes at the next meeting. The policy will be reviewed at the next Board of Trustees meeting.

VII. NEW BUSINESS

* Michael Gray encouraged the trustees to attend virtual meetings and webinars to show advocacy of the library. It was also suggested to watch/attend Town Council meetings. There is a webinar, United for Libraries Virtual Conference, available on August 4-6 regarding advocacy and fundraising, along with discussion forums.

VIII. FRIENDS OF THE LIBRARY REPORT

* A thank you card was sent to the Friends thanking them for sponsoring the replacement of carpets. The Friends will begin meeting again in September.

IX. OTHER BUSINESS

None

X. NEXT MEETING

The next meeting of the Board of Library Trustees will be held on Wednesday, August 19, 2020 at 6 pm.

XI. ADJOURN

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

The meeting adjourned at 6:55 pm.

Respectfully submitted,

Kendra Levesque,

Secretary