



Board of Library Trustees Minutes

Friday, September 18, 2020

11:30 am

LOCATION OF MEETING:

Virtual meeting via "Go to Meeting"

Access code: 539963437 Phone: 1-866-899-4679

Attending: Martha Magane, Mary Abt, Keith Althaus, Sally Brotman, Meg Royka, Tricia Ford, Ann Courtney

Called to Order 11:37

- Approval of August 2020 minutes Mary Abt – tabled to next month

I arrived at 10:42 am via phone call in

• Friends of Truro Library report – Ann Courtney

The FOTL is continuing to pay bills at the present time.

Anne will send out an email to get feedback from the board about steps on how to move forward during the COVID pandemic.

FOTL is not actively fundraising at this point. Ann is counting on the generosity of library supporters in this time.

• Library Director's report – Tricia Ford

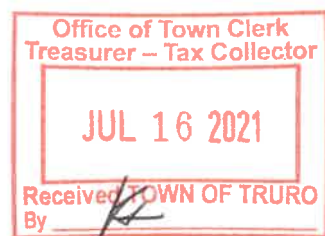
- eBooks circulation is up. There was \$1000 spent on eBooks to bolster the need. - Expenditures are in line with last year.

- All Town departments have been asked to be very conservative with budgets requisitions for 2021.

- Outer Cape Library Directors meeting – Discussions on next steps for Grab and Go program.

-The consensus seems to be that Cape libraries want to open at same time possible date October 26, 2020. Harwich may possibly open next week

- Lower Cape Library Directors also met. Discussing issues relative to Lower Cape needs. Children's Rooms are a major concern. i.e. Hand sanitizing, 3 days to sani-



tize rooms etc.

- Tricia will send report to Trustees.

- Tricia is looking for approval from the Trustees to open the library reading room.

- Library Work Schedules, Tricia would like to see a more robust schedule after communication, and approval from Town Health Inspector Emily Beebe.

- It was brought up that the community's connection with individual library employees is very important part of the function of the library. A suggestion was made to add an Employee Corner blurb in the newsletter or some way of keeping staff in the public vision.

- Virtual programming attendance is down. It is encouraging to see continued viewings by those who do attend.

- an i-wave purification system will be installed after monies are approved at Town Meeting. This system will the clean air and remove pathogens in addition to the fresh air handlers that are currently in the library.

- The library was gifted beautiful face masks by friends of Tricia's who own a NYC tie making company. These masks may be a nifty way to "tie" into library membership renewals.

- Children's books are a popular item at curbside delivery.

- A suggestion was made to create a video of the library process showing library staff picking and packing books for kids and then showing the kids opening the package at home.

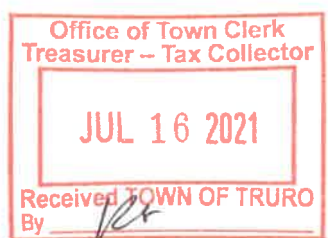
- the library description that will be shared on the web site is how to use ZOOM and/or GO TO MEETING in whichever platform protocol was written up.

The table on the porch will remain for people who do not want to enter the library. Staff will greet and attend to everyone's needs in a highly sanitary way. - The Library staff supports an opening with both Curbside, and Grab & Go.

It will be an abbreviated start and hours will expand as the need arises. Saturdays will remain important possibly through November.

- The Cronin Family donation will probably be dedicated at a spring 2021 event. Note that there are funds remaining from the Cronin gift, and the Elaine Dee donation to secure for more materials.

- Meg Royka and Maggie have been working with Next Chapter Book Club and



getting chrome books.

- the library Chromebooks are being used mostly in house. A Chromebook has been taken home by one patron and was returned the next day. The library is prepared for active use of Chromebooks.

Budget

Tricia has shared the 2021 budget with everyone at this time. The budget expenses remain the same as 2020 budget. It is expected to be approved at Town Meeting.

• **Annual Town Meeting now scheduled for Sept. 26 – everyone is encouraged to attend.**

Any other business that may legally come before the committee for discussion at the next meeting

Meg Royka has heard from former Library Trustee, Anne Brock. Anne sent a note to Meg stating that both she and Ken have injured themselves with serious falls requiring hospitalizations and recovery. Anne has returned home to Sudbury but Ken will remain in assisted living for an undetermined time. Sadly, it was also reported, Elaine Dee has passed away.

Submitted by

Mary Abt 9/18/2020

Meeting Adjourned 12:35pm

Next meeting, October 16, 2020

FOTL Meetings are cancelled until further notice

Keith, 9/18

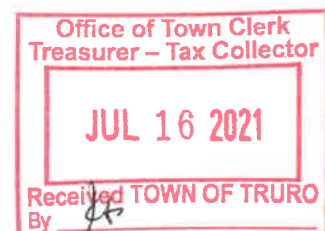
meeting started at 11:37am

-Elaine Dee who died recently.

Martha 9/18

Ann Courtney without the final "e" throughout

Friends:



2nd line : ~~Ann will send out an email [delete newsletter] to get feedback from the FOTL Board.~~

Library Director's Report

~~2nd page, the line about the video was a suggestion that a video be made showing library staff picking and packing books for kids and then showing the kids opening the package at home.~~

~~Elaine B or Elaine D=Elaine Dee~~

Clarify with Tricia, but I don't think Meg and Maggie are working on Next Chapter Book Club. Tricia has been in touch with Barbara Clipper, who has been organizing it, to try and get a virtual version going. Meg has said that the funds given to the library in her name on her retirement (a book fund) would be well used to purchase Chromebooks to be used by participants as needed.

Sally 9/18

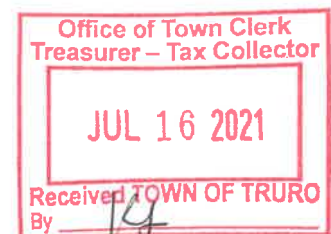
Two corrections.

~~The name is Elaine Dee.~~

~~Also, the library description that will be shared on the web site is how to use ZOOM and/or GO TO MEETING (wasn't sure which one they wrote up a protocol for.~~

~~add Meg Royka to your e-mail trustee group.~~

Meg Royka <royka487@gmail.com>



Truro Public Library

Director's Report

September, 2020

FY2021

Statistics: Attached.

Financial Report: Attached.

Collection Development: Per instructions from Town Administration, I have been conservative in spending on materials.

I have not renewed our periodical subscriptions that are usually done in July. At first, I questioned the idea of having physical periodicals at all because of Covid-19, but if the science remains consistent on how the illness is contracted, then we will be able to continue with physical periodicals.

Building Status: A new air purification system, called iWave, will be installed in the building soon to remove pathogens from the air.

Staff: Staff has been wonderful. Both Courtney and Maggie have stopped accruing vacation quite a while ago, and the virus got between them and their vacation plans, the Town Manager has said that she will lift the restriction for both of them. They are both in line to get some vacation time "bought-back" by the town also.

Activities/News:

Attached is a potential plan for the next step in the gradual re-opening process (of course, contingent on Covid-19 numbers remaining low). The plan is still very much a work-in-progress. Please comment and add your ideas. Even if we cannot say when the plan will be implemented, it will be good to have the protocols ready.

This week the Outer Cape librarians have been invited to a meeting with the Cape Cod "elbow" libraries to discuss next steps. Hopefully, we can narrow down a projected start date for the next phase.

Traditionally September is the month for the publication of a *Footnotes* newsletter, but I hesitate to put it out until I will be able to include information about the next phase of our operations.

We held a program with the Friends of the Truro Meetinghouse in August that attracted 60 people. Robert Allison from Suffolk University presented on political undercurrents that influenced the writing of the U.S. Constitution.

We have also been hosting some virtual craft programs, some of which were hosted by Maggie Prickitt and her daughter, Sophia. They both did a great job.

The Cronin family, who had asked about supplying memorial outdoor furniture, was not prepared to change their idea, so we continued with the plan for new furniture. The family has ordered the furniture, and it will be arriving sometime in October.

Respectfully submitted,

Tricia Ford
Library Director

2019 Meeting Room Exhibits:

January – Local Artist Mix

February – Children's Community Garden

March – Truro Central School

April – *cancelled*

May – *cancelled*

June – *cancelled*

July – *cancelled*

August – *cancelled*

September – *cancelled*

October – *cancelled*

November – *cancelled*

December – *cancelled*

Upcoming presentations and activities:

All activities are temporarily suspended

Children's Play Group

Monday mornings at 10:00 a.m. (last session May 6, will resume in October)

Children's Story Hour

Thursday mornings at 10:30 a.m.

Children's Saturday Programs

(see Footnotes/Website)

Book Groups

Truro Library Book Group (last Wednesdays)
Next Chapter Book Group (*on hiatus*)

Events

(see Footnotes/Website)

