

Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

Meeting: Thursday, May 28, 2020
5:30 pm – 6:15 pm
Remote

Meeting Minutes

Call to order - 5:42 call to order (motion made by Ron Bergman)

Minutes from February 2020 - motion to accept meeting minutes made by Gillian Teixeira, seconded by Nancy Giuffre

Director

Update on Library since March 13, 2020 closing

- Since the Library had closed, staff is not working but is being paid, full time salaried.
- Mary Lou Osborne and Diane Wallace have been going into the Library and/or working from home. Have been working on special projects, weeding through books, have kept up with receiving new materials, cataloguing new materials, and managing the invoice process
- Check outs for audio books are up 70% from last April

Eventual Reopening Planning Process

- The library has made a plan for opening up but the plan will be flexible to respond to the health crisis as is appropriate
- The library will deliver books to homes or make an appointment for curbside pick-up
- Diane Wallace has been in a lot of meetings with the NOBLE network regarding reopening. Will also continue to coordinate with other Boston area libraries as part of coordination being organized by the Boston Public Library.
- Anticipate reduced capacity allowed in the Library when Library allowed to open; anticipate staff coming back in a staggered way.
 - Question from Gillian Teixeira: has the Library received any guidance from Human Resources about how staggered staffing should be organized? How many people will be allowed to be in certain areas

- Diane Wallace hasn't heard anything in particular from HR on this topic but there is State guidance.
- Unsure of when staff will return; also: many may elect to use vacation time in June (staff is limited in how many vacation days can carry past July)

Any funding needed for COVI-19 related requirements?

- The Town will purchase COVID-19 related supplies in bulk and distribute; will use central purchasing
- Recommendation for library materials coming back: all returns sealed in plastic bags for four days after which time they are to be checked in.
- Will probably have to purchase plastic bins at some point for book return "quarantine" but will hold to do so until this strategy is confirmed as the best practice

Ongoing questions that Diane Wallace is interested in learning more about

- If an employee tests positive, would the Library then need to close down?
 - This seems to depend based on municipal policy. Diane Wallace to seek guidance from the Town. Clarity may be needed before the Library can open.
- Potential for staffing impacts if fiscal year municipal revenue is negatively impacted by the pandemic.

Other Updates

- Want clarity from Town on way contract is written with employees regarding school closures being linked to Library closures
- This is unprecedented: such a long state of emergency, and it may come up again in the fall if there is a second surge
- Diane Wallace will email Town about how and when do we get employees back to work based on the Governor's current plan for reopening; how and when building will be cleaned; and also interpretation of employees duties (and potential ability to work remotely) if the Library is physically closed again
- Remote programming from the Library (if schools remain closed or over summer if social distancing limits still in place) could be very important and valuable to the community

Other Questions from the Board

- Are museums and parks offering any refunds? Are we looking to renew those passes for next year?
 - Diane Wallace: was looking to guidance from the Mass Board on Library Commission who might be managing this as a collective; will check in with other library directors about this topic

Budget Update

- Finance Committee meeting: Library is in line for funding for the roof project; level funding from last year; no agreement yet reached with the Union

Public Comments

Next Meeting: June 11 at 5:30 pm and the following at July 2 at 5:30 pm; Diane Wallace should submit request for Zoom meetings as soon as possible so that they can be covered even with staff vacations

Adjournment (motion: Gillian Teixeira, seconded by: Laura Christopher)