

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

Meeting: Thursday, June 11, 2020  
5:30 pm – 6:15 pm  
Remote

## Meeting Minutes

Call to order - Ron Bergman 5:30 pm

Minutes from May 2020 - to be approved at the July meeting

### Covid updates and Discussion

- Starting in July could do curbside pick-up; no contact
- Staff in on a staggered basis - stay in their own area and clean own area
  - Process for reviewing vacation requests: by seniority; requests should typically be submitted by the end of May for summer months
  - Curbside check-out could be done fairly well with two people
  - To keep distancing - one employee could be at counter and one at a desk and would both do check-outs and bring the books outside
- For curbside, less of the state's regulations have to be implemented than to serve the community inside the library
  - What needs to be done to get curbside pick-up with staggered staffing to happen?
  - We need clarity from Town about how contract will be interpreted and which COVID-19 controls must be implemented
- Would it be possible to open soon after July 4? This was discussed as a realistic goal.
- Think creatively about how curbside pick-up can mimic what people love about the library
  - Gillian Teixeira: for people who love to browse, “blind bags” by themes or topics that they can look through curbside and select
  - Think about how can signal if/when we are open to more volume of curbside pickup: communicate “open for business”; communicate online and through media; also “signal” with placemaking or balloons, table, sign etc. outside -- visibility that shows the library is open

- Communicate to the Town that should public spaces be allowed to provide outdoor seating etc., the Library would be open to that. Could serve patrons of library, attract users to library. Library is part of the Center and providing outdoor dining (takeout) areas could serve nearby food businesses; would be good for economic development in the town and for community engagement/cohesion
- Think creatively about programming and how that works remotely
- Re-Opening has significant costs that have not been budgeted. We need to think about what that means

#### Next steps regarding Reopening and Curbside Pickup

- Work with town to identify next steps for bringing staff back to work
- Work with staff and set a date to bring the staff back
- Could start small, 1-2 employees in the building, accepting orders, bringing books out etc.
- Before can be planned, need to know:
  - We need information about what is next for employees. We need to define what we want employees to do and what within contract we can ask employees to do.
  - We need information about funding needed to keep the building open or curbside pick-up open according to the Commonwealth's Guidelines.
    - Cleaning supplies, cleaning labor, PPE

#### Summer Reading

- Many libraries re going online for summer reading
- Diane Wallace has done a webinar with "Bean Stalk" reading program
  - Has a lot of flexibility and customization
  - Children can record minutes of the books they read
  - Cost is \$995/year plus \$200+ implementation cost
  - The state has grants available for the Bean Stalk reading program and has granted one to the Winthrop Public Library
- Is there staff capacity to implement this right now? Diane Wallace feels she has capacity to at least set it up in a basic way and as staff comes back can add to the program
- Now: thinking about "tickets" as prizes instead of beads (last year's system)
  - Consider gift certificates to local businesses (such as Twist and Shake)
  - Easiest way to fund prizes would be through the Friends of the Library
    - Kindle 10 (\$150)
    - Set aside another \$150+ for smaller \$10 gifts
    - \$500 for summer reading gifts total from the Friends group

#### Public Comments

- none

#### Adjournment

- Next meeting, Thursday June 25, 2020 at 5:30 pm
- 6:13 pm, call for adjournment

