BANCROFT MEMORIAL LIBRARY

Meeting of the Board of Trustees

September 14, 2020

The Meeting was called to order at 3:30 p.m.  Present were Trustees Katherine Wright, Nancy Verdolino and Fred Oldfield (Chair), Director Robyn York, and Hopedale Cable Access which recorded the meeting.  The participants held the meeting live via a pre-scheduled Zoom Meeting ([https://us02web.zoom.us/j/79218766083?pwd=dnp1czJwNG1NEhFTS85akNGTDZsZz09](about:blank)).

There were no minutes from the previous meeting.

The Director reiterated that the Town is still working on a 1/12th budget since the FY21 budget was not passed yet.  Departments were told to base their temporary budget on last year’s accepted budget, but the Library is way over some line items due to the COVID-19 extra expenses.  Professional and Technical costs are up due to our website redo, which cost approximately $2,000.  The Library will now have much better speed and a wifi-access point in the window reaching out past the Statue of Hope.  Copier costs have also risen due to a higher service fee.  Supplies costs are a challenge, again due to COVID-19 expenses.  The Town Fire Department has supplied the Library with cleaning supplies provided by FEMA donations.  The Director also had to purchase an air purifier for over $2,000 for the Library.  The Director has not received written instructions yet on reimbursement.  She has not received helpful answers from Town Hall with regard to any questions she has asked relating to the COVID-19 pandemic.  The Library has had no cases of COVID-19 reported among staff or patrons (a 9/23/20 Department Heads Meeting will discuss this).

The Director reported that the historical architects, Spencer, Sullivan & Vogt, have still not been paid by the Town, and this is becoming a major issue.  The Board of Trustees authorized this payment at their July 9, 2020 meeting.  The architects continue to work on our project even though they have not been paid.  Again, the Director has received no response to her inquiries at Town Hall.

The Director reported that a public address system will be needed for the Library’s use at programs held outdoors.  The Children’s Librarian has been holding story hours outside and desperately needs a system.

The Director reported that the Friends Group wants to hold two programs on Saturday, 9/26/20.  They will hold a book sale in the morning and host author and television personality Ted Reinstein again in the afternoon. He will speak on “New England Road Trips - the New Normal.”  They will also host another author on 10/24/20.  The Friends Group donated $1,000 to the Library to purchase items to help the Library with expenses for the Statue of Hope, CVID-19 and adult programs.

The Director reported that the Library needs an add-on to the software programs to keep track of appointments which patrons need to make to enter the Library.  The Director also reported that additional large expenses include a QuickBooks major upgrade from 2013 which we need to purchase, as well as setting up a self-checkout station and the new website.

With regards to the sanitation requirements for the COVID-19 pandemic, the Director noted that the State recommends 24 hour quarantine for sanitizing returned items. The Town’s Board of Health informed her that it is sufficiently safe for patrons to only sanitize hands when they come into the Library.  The Director wishes to open the Library during several blocks of time on Monday, Tuesday, Thursday and Friday each week from 10:00 to 1:00, and on Wednesday from 4:00 to 7:00.  She wishes to still maintain all mask, sanitizing and social distancing requirements we have been following for the past several months.  She will need to clear the plan with the Board of Health.  The Director noted that the Board of Health and the Library staff have been very cooperative during this quarantine time.  The Director also informed the Trustees that she does not plan to approve any indoor programming for the foreseeable future.

The Director noted that CWMARS has issued a statement against racism on which she will train staff on the terms.  She also noted that the Library has a very good “diversity” collection.

With regard to the Statue of Hope, the Director continues to have major issues with Bob Erbetta of Nutshell not cooperating with her.  She informed us that D&S Landscaping Co. has taken down the scaffolding. Domenic of D&S Landscaping has asked Mr. Erbetta for the schematics of the scaffolding but Erbetta has “impeded their progress”.

The Director noted that next week Louise Freedman will need to be paid $8,000 for repairing the mortar on the Statue of Hope Plaza.  The Trustees voted to approve this expense on 6/22/14.

The next scheduled meeting of the Board of Trustees will be held on Monday, September 28, 2020 at 3:30 p.m., again a Zoom meeting.

The meeting adjourned at 5:26 p.m.

Respectfully submitted,

Katherine Wright