Bancroft Memorial Library

Board of Library Trustees

Minutes June 28, 2021

Present: Nancy Verdolino,Chair, Christine Seaver, Frederick G. Oldfield III, Secretary.

Guest via Zoom:  Diana Schindler, Town Administrator.

Meeting was called to order at 2:10 p.m.

Minutes from the May 24, and June 8, 2021 meetings were approved.

No public forum.

Director and Page hirings.  Elaine Kraimer interviewed 2 candidates for a Page position for 8 hours a week @ $13.50 per hour.  Vineet Kaushik was presented as the candidate for the position. Voted and accepted.  Town will need an employment application  and create a file for him.  Send a copy of the letter to Town Hall.

Diana Schindler stated we have 6 applications for Library Director.  Four are qualified for the position.  A letter from Human Resources will be sent out to the 2 candidates that are not qualified for the position.

Hiring Committee will consist of the three Library Trustees, Children’s Librarian, Council on Aging(Carole Mullen), and Diana Schindler, Town Administrator.

Diana will forwarded the applications of the 4 candidates to Nancy and she will distribute them to the Board. June 12, 2021 will be the first date to interview the candidates.  June 16, 2021 will be the second date if needed.

Nancy printed out the Ledger History Summary of the budget as of June 28, 2021.  We need to purchase work chairs- need commitment in hand before June 30, 2021.  Put in request for bills after June 30, 2021 to encumber the Educational Funds.

Capital Items- $100,000 put in for building repair, $25, 000 for Statue of Hope repairs.  This was submitted to the Finance Committee who will meet with Selectboard after the Special Election to be held on June 29, 2021.

**Roof Update:**

* Nancy spoke to the men working on the roof.  They are some weeks out from finishing the project.
* Mary Bulso (“Clerk of the Works”) has been on site weekly.
* Issues making the project go longer than expected.
* Certain amount of money has to be spent before June 30, 2021 for the Grant. Payments are covered.
* Grant just sent out another allotment-about $30,000 and now we must spend another $60,000.
* The Staff needs to show Mary Bulso any damages inside the building.
* Diana Schindler will continue to communicate with Mary Bulso as agent for the Town

**Little Free Library:**

* Diana Schindler spoke to the Building Commissioner.
* We do not need a building permit.
* He recommended that Dig Safe be contacted first.
* Chris Seaver will contact the Girl Scout Troop to let them know to contact Dig Safe; pending this safety clearance, they can install the Little Free Library on the grounds next to Children’s Room Walkway near the sidewalk.

**Friends of the Library Update:**

* They gave out 50 books  at the Fairy Walk.
* No programs until September.

**Discussion on the Mask Policy/COVID issues**:

* Children’s Librarian Elaine Kraimer, Acting Director, contacted BOH. She sought and received permission to hold Knovel Knitters adult group meetings in the buidling once again. (They meet in the Reference Room). The group must abide by the BML mask policy (see revised below)
* No children’s meetings/events will take place in the building until further notice; still using outdoor spaces.
* Motion was made, seconded and voted unanimously to update policy after State COVID regulations were updated.
* Policy states: “Through September 15, all vaccinated persons are not required to wear a mask in the building.  All unvaccinated adults and children under 14 are required to wear a mask in the building”.

**Day in the Park,** September 18, 2021

* Revisited discussion regarding renting a table at the Day in the Park. Will ask Elaine to follow up with this.

Discussed “One Town, One Book” Community Read  Nancy Verdolinopreviously discussed with Robyn York  possibly to do this fall and team up with the schools and disperse books at Day in the PArk event.

Louis Freedman and Statue of Hope.  Louise can’t do the repairs until the roof work has been completed.  We will ask Louise to contact Bob Erbetta when it comes time to remove the protection on “Hope”

Kevin Mech spoke to Robyn York recently regarding a deep cleaning of the inside of the Library.  After the roof repair and demolition of the Draper Factory we will move forward with this.

The Library HEPA vacuum has disappeared.  We will price out a new one.  Also we will contact the Town to see if the cleaning company has been using one on the windows upstairs.

Chris will look at possible questions for the Library Director position through the Massachusetts Board of Library Commissioners.  She will send them to us before the interviews on June 12, 2021.

Meeting adjourned at 3:29 p.m.

Respectfully submitted,

Frederick G.Oldfield III

Secretary