



## **Ayer Library Board Open Session Meeting Minutes: March 18, 2021**

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Library Board of Trustees is being conducted by remote participation. Every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. Broadcast and recorded by APAC.*

Robert Gardner, president, presiding. Meeting called to order at 5:30pm  
Trustees present: Debra Faust-Clancy, Robert Gardner – president, Lyndianne Joseph (at 5:40pm), Sue Kennedy – treasurer, Cyndi Lavin – secretary, Sharon Slarsky  
Also present: Tim Silva – Library Director, Samantha Benoit – Asst. Library Director, Laurie Sabol – Friends of the Ayer Library, Maggie Durand – candidate for the Library Board

### **Agenda Items: Review and approval of agenda, announcements, public input**

**Review and approval of agenda:** no changes made

**Motion:** A motion was made by Cyndi Lavin and seconded by Debra Faust-Clancy to approve the meeting agenda as posted. **Motion passed by roll call vote 5-0**

**Public comment:** Welcoming Maggie Durand to the meeting

**Approval of meeting minutes:** no changes made

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Sharon Slarsky to approve the meeting minutes from February 25, 2021. **Motion passed by roll call vote 5-0**

**Announcements:** Maggie Durand contacted Tim last week to ask about running for a seat on the Board. After they talked this week, she has taken out papers and will run for the Board this spring. Lindy Joseph has decided not to run, so the April meeting will be her last meeting on the Board.

### **Agenda Item: Reports**

**Treasurer:** Sue Kennedy and Bob Gardner have gotten their names put on the new accounts, so Sue now has access to the records.

**Motion:** A motion was made by Sharon Slarsky and seconded by Debra Faust-Clancy to approve the Treasurer's report. **Motion passed by roll call vote 6-0**

**Director:** Tim Silva reported that since March is the end of the 3<sup>rd</sup> fiscal quarter, there will be a full expense report coming. Each individual month's update is being placed in a Google Drive folder. Bob Gardner requested that these files also be emailed. Cyndi Lavin mentioned the various activities that each of the staff is involved in and praised

their efforts. Samantha Benoit reported on the weeded books being given to the prison in Shirley MA.

**Agenda Item: COVID Operations**

Sharon Slarsky asked if the end of April was still the target for reopening. Tim explained that based on the Town Hall reopening schedule as drafted this week, the Town Manager expects public buildings to remain mostly closed to the public until Town employees (who desire it) can be vaccinated. Given current vaccine supplies and conditions, the Town Manager thinks town buildings won't open significantly before July 1. Tim also reported on the current status: Besides curbside, the Library is doing service at the door, which includes copying and faxing. CWMars has installed the new public computer management system (but staff haven't yet been trained to use it), and plexiglass barriers are now on hand for the service desks. Assuming a July 1 date for at least a limited reopening, Tim expects to bring all the staff back together from their separate teams in June. Sue Kennedy asked about starting to let people in who have their vaccination card. Tim said that was something that he could consider as part of the reopening plan. There was a discussion on the legalities of requiring vaccination with the current HIPPA laws. Tim will check with the Town Hall about any opinions given by K&P Law Firm. Tim reported that the quarantine period of materials has been reduced, and Sue asked to be able to revisit the issue of reopening next month. It was decided to revisit the issue at every new meeting.

**Agenda Item: Strategic Plan**

Tim has signed with Sage Consulting Services, which had the lower price (\$4950) of the two quotes he received. They will have a phone conversation next week to lay out the schedule. He expects to have a data-gathering and survey schedule for next month's meeting. Tim will call Becky Campaner to discuss the general survey and focus groups.

**Agenda Item: Director's Contract**

Town Treasurer, Kevin Johnston, will send information other Department heads to Tim. Bob Gardner and Debra Faust-Clancy will work on the new contract.

**Agenda Item: New Candidate Recruitment**

Bob expressed our regret that Lyndianne Joseph will not be running. He asked Maggie Durand if she had any questions or comments. She reported that Tim had given her a Trustee's guide.

Cindy Knox can put the Board openings on the Town website. In order to simplify

public understanding, Cyndi Lavin requested that the Board appoint both Sharon Slarsky and Sue Kennedy to the permanent positions at the next meeting, or as soon as possible, so that all three elected positions are clear for candidates.

Laurie Sabol reported on the Friends of the Ayer Library activity, including new tote bags being on order. Bob asked her to communicate information on the Strategic Plan to the Friends as it becomes available.

**Next meeting:** April 15, 2021, at 5:30pm

**Adjournment:**

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Sharon Slarsky to adjourn at 6:30 pm. **Motion passed by roll call vote 6-0**

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