



Ayer Library Board Open Session Meeting Minutes: January 21, 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, Cyndi Lavin – secretary, Sharon Slarsky
Also present: Tim Silva – Library Director, Samantha Benoit – Asst. Library Director, Laurie Sabol – Friends of the Ayer Library

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

Review and approval of agenda: no changes made

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

Public comment: none

Approval of meeting minutes

The draft of the December minutes had one participant's name wrong and was corrected.

Motion: A motion was made by Sharon Slarsky and seconded by Debra Faust to approve the meeting minutes from December 3, 2020 with the correction made.

Motion passed by roll call vote 5-0

Announcements: Director Tim Silva announced that there will be a public zoom forum on January 27, 2021 to discuss the Town FY2022 budget. Tim will be there to answer any questions. Everyone is invited to attend.

Agenda Item: Reports

Treasurer: Sue Kennedy was absent so there was no Treasurer's report.

Director: Tim sent two reports, for November and December. He also sent the information on the funds given to the Friends of the Library. These include fees collected by CWMars and money going directly to the Friends through membership fees and donations. It was noted that there have been no on-going book sales that normally would be generating funds.

Motion: A motion was made by Sharon Slarsky and seconded by Debra Faust to approve the Director's reports. **Motion passed by roll call vote 5-0**

Agenda Item: Covid-19 operations at the Library

The curbside shed opened on January 12, 2021. There is plenty of room for book pick-up, craft kits, flyers and newsletters, and community notices on a bulletin board. The vestibule between the doors is now being used for people who are there to have faxes done or copies made. Samantha Benoit reported that many more items can now go out at a time. Cyndi Lavin requested that since that is the case, that items be put out for am/pm pick-up rather than specific times.

Sharon Slarsky asked when the building could be open for computer use. Tim is working with CWMars to install a self-sign in program so the computers can be used. First, the library's computers need to be connected to CWMars. Second, CWMars will do all needed updates. Third, the software would be installed and the staff trained. Tim hopes that by late March or early April the new system will be in place. Tim has purchased a few new lap tops which will be moved to the alcove to the right of the entrance. They will use the wifi, and will not need ports. There are no plans for loaner laptops, but Tim did purchase 6 tablets that are available for loan.

Tim ordered plexiglass shields, but has had no luck in either receiving them or in being able to communicate with the company. It is time to find a new supplier.

The wifi speed was upgraded at the end of last week to help people using their devices in the parking lot.

The FY2021 budget is in good shape. The FY2022 budget meeting is next week, as has been noted already. Tim met with Town Manager Robert Pontbriand and Town Accountant Lisa Gabree on January 7, 2021, and he feels the budget process is going smoothly.

State Aid for the library has actually increased by 20% for 2021, and will probably be received in April.

Agenda Item: Strategic Plan

Tim has talked with 4 consultants who can run the focus groups. He has received proposals from 2 of them, ranging from \$4950 to \$8000. They could start by mid to late March and still get the information to Tim in time for him to write up the plan, go to the Board with it in September, and be able to make the State deadline of October 1. State Aid money will be used to help pay the consultant.

Adjournment:

Motion: A motion was made by Cyndi Lavin and seconded by Sharon Slarsky to adjourn at 6:28 pm. **Motion passed by roll call vote 5-0**

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