

Sharon Slarsky

Ayer Library Board Open Session Meeting Minutes: September 17, 2020

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 6:01pm

Trustees present: Becky Campaner, Debra Faust-Clancy, Robert Gardner – president, Susan Kennedy, Cyndi Lavin – secretary, Sharon Slarsky

Also present: Tim Silva – Library Director, Barbara Cheeks – Head of Adult Services, Amy Leonard – Head of Youth Services, Laurie Sabol – Friends of the Ayer Library, Lindy Joseph – prospective Board member

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

Review and approval of agenda: no changes made

Motion: A motion was made by Debra Faust-Clancy and seconded by Sharon Slarsky to approve the meeting agenda as posted. **Motion passed by voice vote 6-0**

Announcements: Recap of Summer Reading Program

The Board heard a presentation by Barbara Cheeks and Amy Leonard on the Summer program, "Imagine Your Story," which was run virtually this year. Beginning June 29, 2020, the program was launched with the help of the Beanstack online database.

Weekly themes were developed for juvenile, young adult, and adult readers. The Library Facebook page and flyers were used for marketing, and the Library website had links for printables and games. The curbside pickup table had enrichments and crafts for the juvenile and young adult readers each week. The Library staff was able to produce 73 virtual juvenile offerings and 22 for young adults.

Public input: Laurie Sabol reminded everyone that the Friends of the Ayer Library are planning to have a book sale on October 17, 2020 from 10am to 2pm. She asked for help from Board members on that day.

Agenda Item: Old Business

Director evaluation – discussion of process and timing: Director Tim Silva asked if the Board would think about moving the annual evaluation to the Spring to be more in line with the rest of the Town evaluations, completed just before the beginning of the new fiscal year. Debra Faust-Clancy expressed reluctance to change the Board's schedule. It was decided to discuss and vote at the next meeting. Cyndi Lavin asked if it would be possible for Tim to see the evaluations a day or two before the meeting so

that he could reflect and prepare questions. Debra suggested that Cyndi contact the State AG's office to see if would violate the open meeting law. Cyndi agreed to do so and will report at the next meeting.

501(c)3 status: Treasurer Sue Kennedy has found all the missing documents from 2011 onward, and has forwarded them all to CPA Cindy Thomas.

Strategic Plan: Tim had a meeting with Becky Campaner. He will follow up with Sue Kennedy, Sharon Slarsky, and Laurie Sabol. Tim feels that only a few meetings will be needed. Small focus groups and Zoom meetings will be used to survey both Library users and non-users. Becky reached out to the school to link to the survey, hoping to involve the parents and school staff. Debra Faust-Clancy offered to contact some other libraries to get copies of their plans. It was noted that only general goals are usually listed on public copies of the plans, with the more detailed action plans tending to be internal documents.

Agenda Item: Reports

Approval of meeting minutes

Motion: A motion was made by Becky Campaner and seconded by Sharon Slarsky to approve the meeting minutes from August 20, 2020. **Motion passed by voice vote 6-0**

Treasurer's report (attached): Becky thanked Sue for adding the purpose to each fund in the reports.

Motion: A motion was made by Cyndi Lavin and seconded by Debra Faust-Clancy to approve the Treasurer's report. **Motion passed by voice vote 6-0**

Director's report (attached): Tim reported that the Library would be adding evening hours on Wednesdays, starting September 23, 2020. The Wednesday hours would shift to 12pm to 7pm, in order to be proactive, anticipating that the start of school would necessitate adjustments. Sharon Slarsky asked about re-opening the building, which is now allowed in Massachusetts. Curbside pickup will continue as an option even after the building re-opens. Additional equipment is on order, and Tim is buying a shed for better curbside protection of materials. Use of the building by patrons may be by appointment with disinfection between each patron. A few local libraries are currently allowing some access. Tim believes that it will be no sooner than mid-October before the Ayer Library re-opens. He is currently working on grant guidelines for the Wi-Fi hot spots that can be checked out by patrons. It was agreed that the issue of public access will be on the next meeting agenda.

Motion: A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to approve the Director's report. **Motion passed by voice vote 6-0**

Agenda Item: New Business

There was a short discussion on the date for the next Board meeting. October 15, 2020 is also the date of the Friends of the Library quarterly meeting. It was decided to keep the date, as it has already been scheduled with the IT department, and the Board is now used to meeting on the third Thursday of each month.

Adjournment:

Motion: A motion was made by Sharon Slarsky and seconded by Becky Campaner to adjourn at 7:10 pm. **Motion passed by voice vote 5-0**

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