

*Tina Foley*

## **Ayer Library Board Open Session Meeting Minutes: May 27, 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 6:00pm  
Trustees present: Dana Bresnahan - treasurer, Becky Campaner, Julie DeWalt, Debra Faust-Clancy, Robert Gardner - president, Susan Kennedy, Cyndi Lavin - secretary, Sharon Slarsky

Tim Silva – Library Director Samantha Benoit – Asst. Library Director Laurie Sabol – Friends of the Ayer Library Robert Pontbriand – Ayer Town Manager

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

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

**Motion:** A motion was made by Julie DeWalt and seconded by Becky Campaner to approve the meeting agenda as posted.

**Motion passed by voice vote 8-0**

**Announcements:** Upcoming elections, June 2, and Annual Town Meeting, June 15. In the upcoming Town election, Sue Kennedy is running for a 3-year term on the Library Board, and Sharon Slarsky is running for a 2-year term.

**Public input:** None

### **Agenda Item: Library operations during the coronavirus pandemic** (attached)

Tim reported that the Library building has been closed since March 14, 2020. The staff has been working mostly from home to help the public access the digital collection, order additional eBooks & eAudiobooks, and receive answers to reference questions via phone, email, and social media. The installation of new Circulation Desks being built by MassCor began with the new Children's Desk being installed on April 2, 2020, but the Main Circulation Desk has been delayed. Samantha has put together a draft of a "Library COVID-19 Reopening Plan" that consists of 5 stages. The plan calls for minimal staff to work in set teams that will rotate shifts.

Sue Kennedy asked about additional cleaning protocol and air filtration systems. Tim has been working with Building Inspector Charlie Shultz on that. Julie DeWalt asked if the schedule could be shifted from Wednesday to Saturday instead of from Tuesday to Friday to help with the schedules of working parents. Cyndi Lavin and Debra Faust-Clancy agreed. Tim and Samantha will look into it.

Reopening will start with curb-side pick up, tentatively scheduled to begin June 9, 2020, only of items already in the building since the delivery service remains shut down. There will be assigned times for patrons to pick up their materials. Many details have yet to be worked out, and some will depend upon rulings by the State.

Laurie Sabol inquired about the Friends of the Library ongoing booksale, and whether it would be possible to make the books available on a request basis. Tim Silva and Samantha Benoit will consider how it could be done, in a future stage of reopening.

**Agenda Item: The Strategic Plan**

Tim reported that the Massachusetts Library System is not recommending that libraries move forward with detailed plans right now, but Julie DeWalt told the Board that there were still things that could be done rather than waiting for a year, as she pointed out in the January meeting. Julie has been doing research into the process. Tim pointed out that data gathering would have to be informal rather than through focus groups, but that this might be a good time to see what needs the community has that are not currently being addressed. Julie suggested that a good place to start is with the "Vision" or "Mission Statement", using Zoom focus groups and surveys.

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Becky Campaner to create a committee to work on the Strategic Plan, headed by Julie. Julie accepted, and Sue, Becky, and Sharon will join her.

**Motion passed by voice vote 8-0**

**Agenda Item: Approval of Meeting Minutes**

**Motion:** A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to approve the meeting minutes from January 21, 2020

**Motion passed by voice vote 8-0**

**Adjournment:**

**Motion:** A motion was made by Cyndi Lavin and seconded by Bob Gardner to adjourn at 7:00 PM.

**Motion passed by voice vote 8-0**

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