

Frank Zulu

Ayer Library Board Open Session Meeting Minutes: June 18, 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: Becky Campaner, Debra Faust-Clancy, Robert Gardner - president, Susan Kennedy, 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 voice vote 6-0

Announcements: In the Annual Town election, both Sue Kennedy and Sharon Slarsky were voted in as Ayer Library Trustees, and both have been sworn in. The FY2021 budget for the Library passed at Annual Town meeting. Julie DeWalt has resigned as a Library Trustee for various reasons.

Public input: None

Agenda Item: Library Board Calendar for FY21

The Board is overdue for its Annual Meeting and election of Officers. Because so many meetings were missed due to lack of a quorum and COVID-19, the decision was made to hold elections at the next Board meeting, which Tim Silva will try to schedule with Carly Antonellis, Assistant Town Manager. He will try to schedule meetings for July 16, August 20, and September 17 if possible.

Motion: A motion was made by Debra Faust-Clancy and seconded by Cyndi Lavin to schedule these meetings.

Motion passed by voice vote 6-0

Agenda Item: Library Director's goals for FY21 and beyond

Tim Silva and Samantha Benoit outlined the procedures for curbside service, which was entering its second week. There are pickup slots in both the morning and afternoon. Saturdays will be added next week. There have been no requests for evening service so

far. The staff is divided into two teams to minimize the danger of shutdown should anyone become infected. Plans are being made to eventually be able to reopen the building, but this will probably not happen for a few more months. Becky Campaner suggested press-and-seal covers for making lap tops computers available for outside patron use. These may also be adopted for indoor use to help with sanitation. Sue Kennedy asked about sick leave. The Town is taking care of it, should it become necessary. Statewide delivery of library materials may start up again soon. Cyndi Lavin asked about book sale items and making them available to patrons. Samantha said that it was being done informally. Sue asked about getting used computers for patron use, but there are too many problems associated with this.

Tim discussed his goals for Library improvements, including upgrades of the technology available for both staff and patrons, upgrade of Windows 7 to Windows 10 for staff machines, and MS Office upgrades. Samantha Benoit, Amy Leonard, and Barbara Cheeks are working on performance evaluation procedures for the staff. Tim is working on a pay scale for the staff. The Library will aim to have the Strategic Plan completed by Fall 2021. Library Board members Becky Campaner, Sue Kennedy, and Sharon Slarsky, along with Laurie Sabol from the Friends, and Director Tim Silva will work on it. Tim will help facilitate and set the schedule for the meetings and for the planning process itself.

Tim pointed out that there has not been a Director evaluation since the three-month mark of his Directorship.

The Library Board needs to look at how the Board can seek funding in the future, and work towards the reinstatement of the 501(c)3 status. The process is paused while certain files are being sought. Treasurer Dana Bresnahan may have them.

Agenda Item: Approval of Meeting Minutes

Motion: A motion was made by Sue Kennedy and seconded by Sharon Slarsky to approve the meeting minutes from May 27, 2020

Motion passed by voice vote 6-0

Adjournment:

Motion: A motion was made by Cyndi Lavin and seconded by Deb Faust-Clancy to adjourn at 7:00 PM.

Motion passed by voice vote 6-0

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