



Ayer Library Board Open Session Meeting Minutes: August 20, 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 6:04pm
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: The Massachusetts Department of Housing & Community Development (DHCD) has announced an award of a \$309,510 Community Development Block Grant for COVID-19 State of Emergency Impact, known as CDBG-CV, to the Town of Ayer, which included \$17,010 for the Ayer Library.

Public input: Laurie Sabol reported that the Friends of the Ayer Library are planning to have a book sale on October 17, 2020.

Agenda Item: Director evaluation (attached)

Debra Faust-Clancy reported on the combined results of the individual evaluations of Director Tim Silva done by Board members. In all areas of the evaluation except for one, Tim was judged to meet expectations: these areas included customer and community relations, organizational growth, administration and HR management, and financial management. The area of relationship with the Board of Trustees was judged to need improvement. The Board asked for more prompt communications and for Tim to make the reinstatement of the 501(c)3 status and the strategic plan into priorities.

Agenda Item: New Treasurer

Sue Kennedy and Bob Gardner went to the bank to sign forms. Many of the accounts have a restricted purpose, and Cyndi Lavin asked for a list of the special funds for the Board's education on how the money is to be used. There was a discussion on the Trustees' role in signing expense reports before they go to the Town Manager.

Agenda Item: 501(c)3 status

Sue Kennedy will call Town Accountant Lisa Gabree and see if she can get the missing annual reports in order to move forward on reinstatement.

Agenda Item: Strategic plan

No progress. The Strategic Plan committee will set up a meeting, which Tim will head.

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 July 16, 2020. **Motion passed by voice vote 6-0**

Treasurer's report (attached)

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

Director's report (attached)

As stated in the announcements, the Library received a grant that will enable it to purchase the wireless hotspots and some tablets that can be loaned out for patron home use. The Town is still working with the State on how the funds will be administered. Tim sent out a draft of the proposed lending policy (attached). Debra Faust-Clancy congratulated Tim and the staff for the volume of books being lent using the curbside pickup protocol: over 700 pickups were managed during July. Tim and Samantha Benoit met with the Facilities Maintenance Director, Chuck Shultz to discuss how to safely reopen the building. Becky Campaner inquired about the wood roach problem and about email newsletter software.

Agenda Item: Seed Library

Sheila Carman, from the Ayer Community Garden, sent information (attached) to the Board, and spoke for a few minutes about her desire to have a space dedicated at the Library to keep the seeds that the community garden gathers. It will be entirely administered and funded by Garden volunteers. Tim and Sheila will confer going forward. A suitable cabinet and space will have to be found.

Adjournment:

Motion: A motion was made by Cyndi Lavin and seconded by Becky Campaner to adjourn at 7:22 pm. **Motion passed by voice vote 5-0**

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