

**Agenda
Saugus Public Library
Board of Trustees
May 6 Virtual Meeting 6 PM**

Laura Flynn-Secretary
Andrea Bell—Trustee
William Ferringo—Trustee
Gail Murray—pending reappointment
Mike Sullivan—pending reappointment

Posting Date: May 3, 2021
Meeting Date: May 6, 2021
Time: 6:00 PM
Place: **Virtual Meeting (State of Emergency Exemption)**

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Posted By: Michael Sullivan, pending reappointment

Meeting Agenda:

1. Call to Order
2. Roll Call
3. Approval of the Minutes for the April Meeting
4. Public Comments
5. Monthly Financial Statement
6. Library Director's Report
7. Old Business
8. New Business
 - A. Reopening
9. Public Comments
10. Adjournment

Minutes
Saugus Public Library Board of Trustees
May 6, 2021
Virtual Meeting 6 PM

Michael Sullivan- Chair
Laura Flynn-Secretary
Andrea Bell—Trustee
Bill Ferringo--Trustee

Posting Date: May 2, 2021
Meeting Date: May 6, 2021
Time: 6:00 PM
Place: Virtual Meeting (State of Emergency Exemption). Recording available on request to the Chair.
Posted By: Michael Sullivan, Chair, Board of Trustees

Call to Order—**6:03 PM**

Roll Call: Present; M. Sullivan, B. Ferringo, L. Flynn, A. Thibeault, Library Director, A. Bell joined late.

1. **Approval of the Minutes from the April Meeting: Motioned by** Trustee Flynn, seconded by Trustee Ferringo, none opposed, passed unanimously
2. **Public Comments:** None. One member of the public present Debra Dion-Faust, joining late.
3. **Monthly Financial Statement** presented by Director Thibeault (see attached). Dir. Thibeault asked to turn to Page 3 to review the Financial Summary. He reported that as of 5/4/2021, spending was on track and the library will make it to the fiscal year-end. He mentioned that spending is down more this year mostly due to holding back on materials purchases last year due to COVID-19. He's received no instructions from Town Hall on holding back funds to date. He reported that we are well under on salaries, and the main reason is that Staff was not working full hours. That accounts for a 7% discrepancy in salary remaining (compared to non-pandemic years). He reported that (library) we are in good shape on money from state aid to libraries. Spending has been lower than usual, especially on materials because of COVID-19 and (the library) we have not had to dip too much in state aid. Trustee Ferringo asked if we need to give any money back. Dir. Thibeault responded that we only have to give back municipal money, no state aid and that the (municipal) money that will go back will be from salaries. Chairman Sullivan stated that we currently have \$210,000 in the state aid account. Dir. Thibeault added that we will see big chunks of that money being spent in the coming months for stations, acoustic improvement and new furniture among other items
4. **Library Director's Report** presented by Director Thibeault. Dir. Thibeault reported that the big news is the re-opening plan. On Monday, 5/10 all staff will be back in the building, and they will start work on the summer schedule, which will be shorter days. No more (staff) working from home. There is one staff member that is unable to come into the office due to an illness, but this will most likely be referred to HR.. The Reopening plan is still unclear;

however, we think we're going to open June 7th. The reading room will remain closed, the 1st floor will be open for browsing and the 2nd floor for computer use, by appointment. An order has been placed for the plexiglass. A representative came out to talk about needs, this is the same company the town used for the high school. This will be reported to the Town Engineer Godfred Mbegnum The determining factor to opening is the installation of plexiglass. The sign maker who has been doing work for Town Hall, will also make signs for the library, Dir. Thibeault is still flushing out what that means. Dir. Thibeault reported that he and Librarian O'Connell will go around to neighboring libraries that are open and see how they are working. It's not rocket science, just a lot of work. We will still be doing front-door pick-up, not sure how it will work out, may be able to do appointments and front-door pickup at the same time, would like to continue the same schedule for front door pick up. Summer programming will return, but with less Zoom programming, people are getting tired, will keep some, maybe for older population, and work to schedule some outdoor programming, behind the Saugus YMCA or behind the Senior Center in a Tent. Looking forward to full reopening possibly in August or September when we can have full inhouse programming. He reported that some Museum Passes are available, New England Aquarium and Museum of Science. He's expecting a check from the Friends for Parks Passes and is still waiting to hear about zoo passes. Using the passes is complicated because now you must make reservations and make sure the pass can be used on that day. He reported that the Children's Museum of Boston will be reopening soon, but not sure about the Museum of Fine Arts accepting passes yet. Dir. Thibeault reported that the expansion of the fiction collection is going well, and he expects it will be finished before full reopening. The staff has also been working on the Children's room to give pieces with high volume more shelf space. Circulation over items you can hold in your hand is down around 17%, mostly because of medium shifts-eBooks. He mentioned that we will soon see DVD circulation, most likely become less and less because people will want to Stream. Secretary Flynn asked if we've had a conversation with Netflix or Prime about how they might provide services to libraries. Dir. Thibeault answered that they had a conversation with Netflix, but they just wanted to sell a subscription. Dir. Thibeault commented as to what the libraries (in general): responsibility is to offer streaming to patrons. This is something to talk about with Noble. Trustee Bell asked if there will there be summer reading program this year? Dir. Thibeault answered, yes. The theme for this year is Tales and Tails and will be offered on Beanstack like last year. The Foundation had purchased the Beanstack subscription for us, and we are still using it. Librarian Melton has a good handle on it. We (SPL) will also have an adult and teen summer reading program. Chairman Sullivan mentioned that he's heard discussion around town government officials about the library re-opening, so ideas are percolating.

5. **New Friends of the Saugus Public Library Comments**—none. Alan reported that the Foundation's Bingo night was fun. Secretary Flynn reported that she joined a few minutes late and was disappointed to not be able to log-in. Trustee Bell reported that she wished she could have joined but she has been in the middle of moving.
6. **Old Business** --none
7. **New Business:** Dir. Thibeault said hopefully opening in June. Chairman Sullivan reported that an application for Library Trustee has been submitted by Sabrina Jaeger a teacher in Medford, pending getting on the BOS agenda. He also mentioned that we have not heard anything about former Trustee Murray regarding her re-appointment, so we are down to four trustees. Dir. Thibeault commented that he and the library staff are upbeat and ready to open. There was discussion around recent comments and reports that the MBLC made saying we (libraries) no longer need to quarantine material. Dir. Thibeault cited the Brown Study, where books and documents in different, settings were tested for viruses and was found to have positive results. The issue is that the Commonwealth rolled libraries into the "Other Activities" categories, saying only 72 hours was necessary to quarantine. Dir. Thibeault asked the MBLC if their decision not to quarantine library material was based on science or an administrative decision. The response he received was "The State works in mysterious ways". Member of the Public, Debra Dion-Faust, commented that at the Saugus American Legion they are wiping down surfaces every day. Dir. Thibeault reported that he reviewed the CDC's guidelines which stated that there is a 1 in 10,000 chance being infected with COVID-19 from a surface. Dir. Thibeault further shared that the guideline did not test books or magazines, which are stacked. Based on that information the SPL will continue to quarantine books that are returned in person or from the drop-box for 5 days. Items that are delivered from other libraries will not be quarantined since there is a 4-day period built in based on logistics of delivery. During in-person library browsing there will be a bin to place books that were not checked out and they will go back on the shelf after 24 hours. This is because patrons will have a mask on and be sanitizing their hands while in the library.
8. **Public Comments**—None.
9. **Adjournment** the meeting adjourned at 6:40 PM, motioned by Trustee Ferringo, seconded by Trustee Bell. None opposed. Approved unanimously. Next meeting will be held on Thursday, June 10th at 6 PM.

Respectfully Submitted,

Laura M Flynn, Secretary