

Thayer Memorial Library Trustees Meeting

October 14, 2020

Meeting held via Zoom videoconference

Roll Call

Present were:

Emily Rose, Chair  
Frank MacGrory, Vice-Chair  
Frank Streeter, Secretary  
Kate Engelhardt  
Anne Ogilvie  
David Spanagel  
Joe Mulé, Director, Ex Officio

Kathy Suits, Friends of the Thayer Memorial Library

The meeting was called to order at 6:30 pm. The following statement was read into the record:

*This Open Meeting of the Thayer Memorial Library Board of Trustees is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus.*

*In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.*

*The Order, which is posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. Ensuring public access does not ensure public participation unless such participation is required by law. For this meeting, the Board of Trustees is convening by videoconference via Zoom as posted on the Town's website identifying how the public may join.*

*No electronic messaging among members of the Board is permitted during the meeting in keeping with Open Meeting Law requirements. Please direct all conversation through the Chair.*

Chair Rose called the roll of attendees and opened the meeting.

Past Minutes

There were no minutes to review.

### Next Meeting

The next meeting of the Board of Trustees would usually be held Wednesday, November 11, 2020 at 6:30 PM, however as the 11<sup>th</sup> is Veterans Day the meeting will be postponed until the following Wednesday, November 18 at 6:30 PM. Due to COVID the Board's meetings will continue to be held over Zoom until further notice.

### Chair's Report

Chair Rose reviewed the Board's various sub-committees and liaisons. She encouraged the liaisons to actively participate in their various committees representing the Library. Chair Rose congratulated the Friends of the Thayer Memorial Library on the success of their recent book sale and thanked them for their support of the Library.

The Board discussed the Library's needed capital projects. Director Mulé stated that he had heard back from Ward Hamilton about the work to be done on the building's expansion joints, but did not provide any specifics. Director Mulé reported that the Library has a budget line item of \$6000 for repairs. The cost to repair the windows in the Children's Room is at least \$5000 per window, and the cost of the work on the expansion joints is also about \$5000.

The Library has about \$40,000 set aside for HVAC work, which will be rolled over into the next fiscal year as it is not enough to complete the HVAC work needed for the museum. The repairs to the HVAC serving the special Collections Room will begin soon as the \$45,000 for that project is in hand now.

The Board discussed the Town's recent ADA access report, the Library's compliance needs, and what grant funds might be available. Chair Rose reported that many of the items identified as potential deficiencies in the report are considered to be reasonable accommodations or are grandfathered so the Library has no current responsibility to update them. Since many Town buildings require this work it seems the Board of Selectmen need to set a Town-wide policy and provide the funds needed to do the work. It would cost about \$10,000 to do the work needed to bring the Library up to current code and at the moment there are no funds available.

The Building Committee (Chair Rose and Member Engelhardt) agreed to review the ADA access report in order to get a better understanding of what was suggested to the Town. Director Mulé said he was pleased to meet with the Committee, but with no funds available to do the work it was not urgent.

Director Mulé was pleased and excited to announce the Library's reopening. His announcement email went out an hour before the meeting and already four reservations had been made by the time of his report. The Board discussed the flow of patrons through the Library, which will have them entering through the main door off the Town Green and leaving through the basement door outside the Nathaniel T. Dexter Room, and how that might impact any ADA considerations. Director Mulé discussed the mechanics of providing services and noted that curbside pickup will still be offered. The Library will

check out patrons in the Nathaniel T. Dexter Room to facilitate the effective flow through the building.

The Board discussed the form the Library will require patrons to fill out when they make an appointment. This included how to define a “highly impacted” area, i.e. red zones. The Library will use the Governor’s list for this purpose. The Board also discussed how best to add COVID information to the Library’s website.

Chair Rose brought up an article she read about COVID prevention measures. She says the Library gets 5 out of 5 stars!

Member Spanagel discussed the results of the Friends of the Library’s annual book sale. New memberships totaling \$932 came in, and the Friends sold \$9154 of books and media, which after costs netted out \$9069. This was a total of over \$10,000 for the event, a big success and the best result in several years. The Board of Health guided the setup of the sale, which led to an improved flow of people through the sale when compared with prior years. The Board of Health was happy with the results and safety of the event.

#### Director’s Report:

In other Board of Health news, Director Mulé reported that they are happy with the Library’s proposed reopening plans. They also had a couple of helpful suggestions for improvements, which Director Mulé appreciated. Director Mulé praised the staff for how well they did while he was away. He also reported that Frank Graham delivered the final piece of Plexiglas screening for the circulation desk.

Chair Rose asked who pays for COVID testing for Town employees. Director Mulé reported that all Town employees have access to a free in-car test in Fitchburg. Member Spanagel explained how testing is done at WPI, his place of employment. Director Mulé reviewed employee screening protocols and testing requirements.

Chair Rose asked about MBLC reporting requirements and possible waivers. Director Mulé noted that the MBLC would probably waive the media expenditure and open hours standards, but that the MAR would never be waived.

Director Mulé discussed the needed repairs to the windows in the Children’s Room. He recommends repairing one window initially and using that repaired window as a basis for fundraising for the rest of the repairs to those windows. The Library will document the process of the work on the first window and will take videos as possible to document the job and to assist with future fundraising efforts.

Director Mulé reported on the activities of the new Ad Hoc Town Green Committee and their discussions about signage on the Town green. There are issues with conflicts between the Town’s by-laws on the subject and the actual process for authorizing signage. Director Mulé stated that the Committee has been running well and that their work is almost complete.

Member Engelhardt will send information about the reopening process to her contacts at the schools and Director Mulé will make sure the information get into next week's newspaper.

Adjournment:

There being no further business for the Board to consider,

**Vice-Chair MacGrory moved to adjourn; Secretary Streeter seconded the motion, and the motion passed on a 6-0 vote.**

The Board adjourned and the Zoom meeting ended at 7:52 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary

List of Documents:

Agenda

Chair's Report

Director's Report