

Thayer Memorial Library Trustees Meeting

May 18, 2021

Meeting held via Zoom videoconference

Roll Call

Present were:

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

The meeting was called to order over Zoom at 6:30 pm. Chair Rose called the roll of attendees and opened the meeting.

For the first order of business Chair Rose reorganized the Board subsequent to the recent election. After an exceptionally brief discussion,

Member Streeter nominated Member Rose as Chair, Member Spanagel nominated Member Streeter as Secretary, and Member Ogilvie seconded both nominations. Member Streeter nominated Member MacGrory as Vice-Chair, which was seconded by Member Frantz. Member Rose proposed the vote be for the slate, and the slate was elected on a 6-0 vote.

Past Minutes

None.

Chair Rose noted the passing of Hope Martin, who was past Trustee Stephane Fiori's mother, and Carolyn Stump, who was a long time Library volunteer.

Next Meeting

The next meeting of the Board of Trustees will be held in June at a date to be determined. Director Mulé will send out a Doodle poll to choose a date. Given the projected June 15 end of the COVID State of Emergency it is not clear if the Board will need to meet in person in June or not. The sense of the Board is that the Board's meetings should continue to be held over Zoom, or at least in hybrid format to the extent possible. We await clarification from the Commonwealth...

Chair's Report:

Chair Rose started the discussion by reviewing the Board's existing committees and their duties. She asked if the Board needs any additional committees but the Board felt none are needed at the present time. Director Mulé asked Member Ogilvie if she would join the policy committee and she agreed. Member Spanagel and Chair Rose described the duties of the Friends/advocacy committees, and Member Frantz agreed to join the committee.

Vice-Chair MacGrory will continue to be the Board's liaison to the Historical Commission and Secretary Streeter will continue as the Board's liaison to the Town's Finance Committee. Chair Rose will send out a list of all the committees and liaisons for the Board's reference.

Secretary Streeter, who is the Library's representative on the Memorial School Reuse Committee, reported that the Committee should be having its first and organizational meeting soon, but no date had been set.

Chair Rose then asked about the proposed donation to the Library of a set of seven chairs that were purportedly made for Gov. John Hancock and were at one time owned by Lancaster resident Pauline Revere Thayer. At its March meeting the Board had asked the donor to put seats on the chairs and to document their provenance, but apparently neither has been done yet so the gift is still in limbo.

Building Committee:

Director Mulé updated the Board on the recent upgrades to the Library's alarm system. The Board discussed the impact of the new system on late meetings at the Library and if the Library's Meeting Room Policy needed to be revised as a result. Director Mulé noted that there were issues with the Town's insurance coverage for after hours meetings. Director Mulé noted the Library's temperature and RH data loggers in the Special Collections are working well and their data is very helpful in diagnosing problems with the room's HVAC system.

Outreach and Fundraising:

Member Spanagel discussed the replacement of the windows in the Library's Children's Room. The Library received a bid of \$2000 to repair the first window, which was significantly less than expected. The work will start soon. Other bids were \$9-10,000 per window. Director Mulé discussed options for the work in the Children's Room, as well as how the Library could best apply its proposed \$50,000 capital budget allocation to leverage it through other grant opportunities. Director Mulé noted that if the next bids for repairing the remaining windows are similarly well below the architect's estimated costs, then additional grant funds may not be needed to complete the project.

Relating to other Library construction projects, Director Mulé discussed the increased costs of phasing work as opposed to completing projects all at once, especially given the high cost of staging, which tends to be a major part of the work. The Board further discussed the Town's proposed \$50,000 capital allocation given that it was proposed as matching funds for future grants. The Board discussed how to raise funds on a per window basis. Member Spanagel reviewed the current fundraising for the project.

Planning:

Member Ogilvie briefed the Board on planning initiatives. The Board discussed how to integrate the Library's Strategic Plan and its fundraising. Member Ogilvie noted the planning group would be meeting the next day.

Policy:

Secretary Streeter presented the updated Conduct Policy. Director Mulé noted that he had given Library staff draft copies of the policy twice for comments. Chair Rose discussed her thoughts on the new policy. Member Ogilvie asked about the Library's reopening protocols. Director Mulé updated the Board on current plans and noted that he had consulted the Town's Board of Health about reopening. The Board of Health plans to follow the Governor's recommendations and CDC's protocols as updated, and the Library will follow the Board of Health's guidance.

Secretary Streeter moved to adopt the new Conduct Policy; Member Spanagel seconded the motion, and the motion passed on a 6-0 vote.

The Board then discussed current Board of Health recommendations about masks, and agreed that Board of Health recommendations should govern the Library's mask policy. The Board discussed the fact that once the state of emergency is lifted the Library will not legally be able to require patrons to wear masks. The Board was concerned about how mask requirements would work before the development of herd immunity. After discussion the Board agreed that the Library would post signage politely requesting all patrons to wear masks inside the Library, even though they cannot be legally required.

Director Mulé noted that he has reviewed drafts of the proposed Social Media Policy and submitted it to Town Counsel for a legal opinion. Questions include how to run programs online, who can attend those programs, online content management, and the how and why of those requirements. Director Mulé noted that he has specific issues relating to social media and online programming for children, which also includes things like the Discord instant messaging application used by gamers.

Director's Report:

The Board did not have any questions about the Director's report. Director Mulé reminded the Board that June 19th is a holiday for the first time this year. As a result the Library will be closed on both June 18 and 19 for the Juneteenth holiday as it falls on a Saturday this year. Member Spanagel asked if the Library would be commemorating the holiday in any of the Library's display spaces, but there were no specific plans.

Director Mulé presented the Library's new nametags. They should be great for identifying both staff and Trustees.

New Business:

None.

Action Items:

Chair Rose reviewed the Board's action items. She will distribute lists of the Library's committee members and liaisons.

Director Mulé will investigate any new Board of Health regulations relating to reopening the Library. He will also inquire with the Town Administrator about public access to the

Library after normal service hours relating to the Town's insurance coverage. Director Mulé will follow up with the Town's Finance Director about the proposed \$50,000 capital allocation for the Library. He will also send out a Doodle poll for revised dates for the Board's June meeting.

Chair Rose reminded the Board the Lancaster's Annual Town Meeting will be held on June 21 at 7 PM at the Bolton Fairgrounds on Route 117.

Member Ogilvie asked about the Library hosting a meet & greet for the Town's elected and appointed officials. Director Mulé and the Board were strongly in favor of this and pointed out that the Library was one of the few institutions (if not the only one) that could host such an event. No date was set.

Adjournment:

There being no further business for the Board to consider,

Secretary Streeter moved to adjourn; Member Ogilvie seconded the motion, and the motion passed on a 6-0 vote.

The Board adjourned and the Zoom meeting ended at 8:08 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary

List of Documents:

Agenda

Chair's Report

Director's Report

TML Fundraising and Advocacy Report