

City of Beverly, Massachusetts

Public Meeting Minutes

Board: Library Trustees

Subcommittee:

Date: January 26, 2021, 4:00 P.M.

Place: Remote Meeting on Google Meet

Board members present: Margaret Altman, Mary Behrle, Cathryn Keefe O'Hare, Ivy Mahan, Colleen Michaels, Kevin O'Reilly, Joanne Panunzio, Myron Schirer-Suter

Board members absent: Marshall Handly

Recorder: Meghan Karasin

Kevin O'Reilly presided. Meghan Karasin stated that the meeting was being recorded.

Kevin O'Reilly noted a typo in the resolution from the December 22, 2020 meeting. It should read "temporarily" not "temporary." Joanne Panunzio made the motion, seconded by Margaret Altman to accept, as amended, the minutes of the meeting of December 22, 2020. Roll call vote approved, 8 to 0. Motion passed.

Public Presentation

None.

Committee Reports

Personnel: No report.

Administration: No report.

Finance: No report.

Long Range Planning: No report.

Report of the Library Director

1. Fiscal Year 2021 Budget: Allison Babin stated that the budget is on track. The repair line is in good shape and the library may be able to make the needed purchase of a circulating pump for the boiler room. The ceiling tiles in the Arts & Crafts Room will be replaced.

Kevin O'Reilly asked for explanations on specific budget lines including part-time salaries, inspection fees, service contracts, and heating; and asked if the library expects any savings on any lines due to the pandemic and if there are savings in some lines can they be used for other needs.

Allison Babin explained what is paid out of each line and that we are not spending some lines in the same way as usual, such as staff development and custodial supplies, but there may be a

different approach to how this line is spent. Part-time hours are being used, but there have been some changes in how and when part-time staff work in order to accommodate for operational changes needed during the pandemic. Heating bills come from two sources and often aren't billed until later in the year. We are balancing the needs of the building, staff, and collection this year with being conservative. While the materials expenditure requirement has been waived by the MBLC this year, we intend to fully spend this budget line as the collection is highly used by our patrons.

Myron Schirer-Suter asked if unspent funds will impact next year's budget. Allison Babin stated she wasn't sure.

Joanne Panunzio asked what line the snow blower was paid out of. Allison Babin explained that it came from a capital expenditure line. Because it's a one-time expenditure, it's not a normal budget line so isn't shown on the report.

2. Phased reopening: The library remains open for Front Door Service only and has expanded the hours on Wednesday. There has been a positive COVID case on staff. Staff were notified. The library closed for a day for professional cleaning and disinfecting. Joanne Panunzio asked if staff are required to get tested as city employees. Allison Babin explained that the staff follows the state's guidance and therefore no other staff were identified as close contacts. Some staff chose to get tested and were negative. Stop the Spread sites have been efficient means of testing and results are back quickly.

Colleen Michaels left the meeting.

3. Building Issues: New carpet was installed in the Story Time Room on Monday, January 18th. A new clock was installed and the next steps are to place the decals and plaque. We expect the room to be complete at the beginning of February. In the Arts & Crafts Room, new lighting was installed making it much brighter.

The annual building inspections were completed with only minor findings: The Farms branch needs a new fire door and the Main library required some repairs to emergency exit lighting. The lighting has been fixed and the new door has been ordered.

4. State Aid: The Massachusetts Board of Library Commissioners has suspended the open hours requirement, retroactive to July 1, 2020, and the expenditures requirement. In addition, the disproportionate cuts benchmark has been raised to 10%, from 5%, for this year only.

5. Community Engagement: Take and Makes have been very popular at the library. Many staff members attended the North of Boston Library Exchange (NOBLE) roundtable, where Katie Carlson, librarian at the Farms branch and Main library's children's room, presented on her Katie Bug Crafts program. The library's 6 Word Memoirs project, spearheaded by Laurie Formichella, was featured on the 6 Word Memoirs blog. Allison Babin is working with Alix Woznick, Beverly Middle School librarian, on facilitating access for students to the library's Overdrive collection through Sora for Overdrive. Meghan Karasin has been working to expand the Library of Things to include items focused on families - such as lap looms, coding robots, puzzles, and snap circuits. A revamped website is now live. The Holistic Wellness for All initiative, funded by a Federal Library Services and Technology Act (LSTA) grant is up and running. Lisa Ryan has

created a brochure listing upcoming programs. New Library of Things items, such as a yoga kit and chakra kit, have been purchased. The first program - art therapy - was very well attended. Some of the grant funds will be used to hire a temporary employee to assist with programming grant-related tasks.

6. Personnel: The Assistant Communications Librarian position has been filled by Graham Goss, formerly Circulation Assistant. Graham has worked at the library since 2008, starting in middle school. He became a full time employee in 2018. We will be posting for the Circulation Assistant position.

7. Programs: Upcoming library programs include Healing Meditations, Art Therapy, and an interview with Robert Reich, in collaboration with the Newton Free Library.

Communications

None.

Unfinished Business

All Trustees up for reappointment have been approved at the City Council meeting on January 19th. All should be sworn in by the City Clerk. Catherine Keefe O'Hare asked if the six Trustees had been appointed for the same term. Allison Babin replied that the six Trustees reappointed this year were appointed to a 3 year term.

Kevin O'Reilly asked if the exceptional work that the library staff is doing is unusual. Allison Babin stated that we are proud of the work that our library is doing and that libraries across Massachusetts have done amazing things during the pandemic. We have collaborated with and drawn a lot of inspiration and ideas from colleagues in other libraries.

Colleen Michaels returned to the meeting.

New Business

None.

The next regular meeting of the board will be held virtually on Tuesday February 23, 2021 at 4 PM.

There being no further business, the meeting was adjourned at 4:45 PM.