

Richmond Free Public Library  
2821 State Rd, Richmond, MA  
**Library Trustees' Meeting**  
**May 7, 2020 2:00 pm**

**Call to order:** 2:10 pm

**Attendance** (via Zoom online meeting): Kristin Smith, Kathryn Wilson, Nanci McConnell, Katherine Keenum (by phone)

**Approval of March minutes:** approved (No meeting was held in April 2020)

**Correspondence:** none by physical mail, messages via email from the MBLC regarding Covid19 issues/concerns/plans

**Director's Report:**

Honoring former Trustee, Lisa Donfried: Kristin spoke to Jan Hartford regarding an article in the Richmond Record about Lisa's contribution to the library. Jan planned to speak to Lisa to interview her for future article. Kristin is looking at a book to purchase for the library's collection as a "In Honor Of" tribute to Lisa.

Kristin has spoken to other area librarians via an online meeting and is coordinating with them regarding ideas of how and when to reopen the libraries in stages.

**New Business:**

Reopening and guidance/MBLC video conference recaps:

- Libraries should plan to reopen in phases (1. Building open for staff, plans to rearrange furniture and plan for book intake and checkout for safe quarantine of materials, 2. Partial opening to patrons via curbside pickup and drop-off, patrons would request materials by internet or phone, 3. Open building to patrons with limits on building occupancy, social distancing, PPE and cleaning materials for staff) Phase 3 probably won't happen until after June 30<sup>th</sup>.
- Area libraries should all plan to open at the same time so that smaller libraries aren't swamped.
- Work in coordination of local board of health and Select board. Follow Governors guidelines for staying closed.
- Keep employees on payroll until directed otherwise by town.
- Promote e-books and other online options for patrons in the meantime.
- MLS delivery continues to be suspended until further notice.
- Waivers have been made regarding state funding mandates for libraries to qualify for state aid.
- Guidelines will be sent out ASAP about recommended quarantine time for books and materials as soon as the MBLC hears from experts (research is being done).
- Follow all MA Open meeting laws to provide ability for public to attend all meetings by phone or internet. New MA directives have allowed all public body meetings to participate in meetings remotely. Voice roll call is needed for all votes.

**Staffing** for library will have to be only one person at a time because of close working quarters. Kristin is looking into extending hours when library is "open" for curbside service so that all employees can work their hours but at separate times. This would not be possible for teen employee because she can not work alone in the building.

**Question** asked whether patrons usually come in to browse or knowing the book that they want. Kristin said that it was about 50/50, but that the staff are planning to make phone calls if a new book comes in and they know a certain patron who would be interested. New books/DVDs are posted on the library website and Facebook page by Wowberry so patrons can browse online.

**Oil Tank issue:** oil delivery driver on 4/30/20 noted on ticket that tank vent system is inadequate due to "bad whistle" (used to signal to delivery person that tank is full so overfill doesn't occur). This must be repaired or NO oil will be delivered to the library. Kristin and Kathryn have both contacted Danielle to contact the landlord to make this repair.

**Municipal Building Committee:** Kathryn reported on the 4/21/20 MBC meeting where committee made plans to shelve the project until after Covid19 isolation and further plans can be made.

**Friends' Report:** Candy was not in attendance, but we discussed if annual meeting on June 9<sup>th</sup> will happen on Zoom call or maybe in person in the parking lot with members 10+ feet apart. Nanci will discuss options with Candy and email will be sent out to Friends members with plans.

**Meeting Adjourned:** 3:08 pm

***Next meeting: Thursday June 4, 2020 at 2:00 pm (via Zoom online)***

Minutes submitted by K. Wilson