

## Richmond Free Public Library

2821 State Street, Richmond, MA 01254

### Library Trustees' Meeting

August 13, 2020 2:00 pm (via Zoom)

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

**Attendance:** Kathryn Wilson, Nanci McConnell, Katherine Keenum, Kristin Smith, Candy Mountain (via Zoom)

**Approval of June meeting minutes:** Approved

(No July meeting was held.)

**Correspondence:** none

#### Director's Report:

**Curbside delivery** is going very smoothly, but is time consuming. It is also space consuming, requiring room for outgoing and incoming books to be stored awaiting pickup or awaiting 1 week of "decontaminating time". We will continue curbside delivery until we reopen, and will continue to offer it for patrons who are more comfortable not entering the building. Discussion of logistics for those materials: we will probably box up the Book Sales materials and use those shelves for incoming/returned materials.

**Culling bookshelves:** Kristin has culled the books from the library, using the criteria of condition of the book, circulation history, "outdated" books (example: children's picture book with child riding bike without a helmet), and relevance to our community. Goodwill picked up the boxes of books from the library for donation.

**Dr. Doyle:** Kristin has been setting up a Zoom community information session (Q&A) on Covid19 through Emilie Jarrett, RN, with a local doctor who is a leading expert on Covid in Berkshire County. He will present sometime later in September via Zoom. Kathryn will set up and "host" Zoom session.

**Summer Reading Program:** in 2019, 26 kids signed up and 9 logs were returned. In 2020, only 5 kids signed up and we anticipate that all logs will be returned. This decrease can be attributed to the fact that families are not physically coming into the building.

**Plexiglass "sneeze" shield:** The plexiglass shield has been installed at the circulation desk and signs have also been installed thanks to Peter and Candy. We are waiting to see about opening date in West Stockbridge (they are still waiting for their plexiglass) in order to determine our date to have patrons reenter the building. The town of Richmond paid for the library's plexiglass out of Covid funding from the state.

**Visitor's log** (during Covid): Should we keep a "log" of visitors to the library after it reopens so that they could be alerted if needed in case of a positive Covid patient? The MLBC disapproves of this for privacy issues. We discussed and decided that a voluntary log, to be shredded after 2 weeks, could be a useful community service. Kristin will wait to find out about Community Health information and guidelines.

**Re-Opening Plans:** We looked at Kristin's draft of plans for reopening to patrons and made comments and some small changes. The reopening would start on Thursday afternoons because there would be 2 people on staff at that time. Library would have to be wiped down for all high touch areas, and bathroom would NOT be available for public. Curbside will still be available throughout reopening process.

How can we NOT open and still be a good citizen to other libraries in the area? Because of our small size and poor ventilation, our library may be more dangerous for Covid transmission. Our patrons seem okay with curbside and phone help for now. We could allow patrons to step just inside the doorway to peruse the New Books section and New Videos could be added to those shelves. It is doubtful that our patrons would be going into other libraries just to look at shelves and so they would not be burdening other libraries. Should we do an **air quality** study in anticipation for reopening? To be discussed at September meeting.

**Zoom tutorials:** Kathryn offered one-on-one tutorial help to patrons who wanted to ask questions or just practice on Zoom. Two patrons responded through the library and they were each helped for two sessions. Kathryn is available to continue this offering.

**Richmond Cable Commission:** Kathryn was asked (by husband, a member of the committee) to join a Zoom meeting in July with the Cable Commission. Questions included needs of library and interest by library to videotape and “broadcast” special programs at the library. Kathryn told them, while she didn’t claim to represent the group, she thought that the library needed internet service, for communication with patrons, Interlibrary Loan program, and internet access for patrons’ use including to the parking lot due to limited library hours. As far as guest speakers, she pointed out that some may have limits in their contract banning broadcast of their program, but suggested that some authors promoting a book might be interested in broadcast of their program.

**Seminar about library cutbacks:** Nanci had seen this program advertised, but we all agreed that no one needs to attend.

**Lisa’s retirement “gift”:** TBD later

**Reshuffling staff hours:** TBD after our reopening plans are decided. But “open” hours should remain on Tuesday, Thursday, and Saturday schedule that our patrons have gotten used to as we reopen.

**Candy’s desk/workspace** in the library is being moved to the old Book Sale area so that Candy and Kristin can maintain some distancing while both working in the building.

**Friends Group** will meet on August 26, 2020 at 2:00 pm for their **Annual Meeting** at Kathryn’s house on the front porch to allow for physical distancing. Masks are required. Seating will be provided. Friends membership drive: renewals are going slowly, being sent out by email reminder. Information to the GE Foundation for matching gifts is being updated because a recent gift couldn’t be matched because of outdated contact information.

**NEXT MEETING: Wednesday, Sept. 16, 2020 at 2:00 pm on Zoom**

**Meeting adjourned:** 4:24 pm