

## Minutes of the Chelmsford Public Library Trustees Zoom Meeting May 13, 7:00pm

**Call to order:** Chairman Kenny called the meeting to order at 7:03pm.

**Present:** Becky Herrmann, Library Director. David Braslau, Sarah Conte, Laura Ecker, Jill Kenny, Maggie Marshall, Adam Schertzer, Katy Van Dyne, Library Trustees. Jane Collins, Trustee-Elect.

**Announcements:** None.

**Approval of the Consent Agenda:** Katy moved, Dave seconded to accept the Consent Agenda. Motion passed unanimously.

**Old Business:** The mobile library is having its signage installed and will be picked up on 5/14. Having it finished and parked out front will generate interest and excitement.

**New Business:** There is a town department building/services re-opening task force to which Becky and Jill belong. This group met on 5/4 for the first time, and have met several times since then. The facilities people for the town have walked through the building to discuss necessary precautions for staff and public, which include acrylic shields, 6' social distancing measures, and special filters for the HVAC. This task force also reviewed signage to use as uniform signage throughout the town, and provide consistency within a building. Becky has updated and sent out a revised plan for re-opening the library. A component that is of concern is staff concerns/fears about working conditions when the library re-opens. The library re-opening will be a phased plan, and the state at this juncture is not encouraging libraries to hurry back. The trustees discussed the wisdom of taking it slow.

Curbside book delivery will be the first service to be offered, and Becky asked for trustee input on shift staffing the days that the library is open – work alternate days, work two days in a row, work one week on and one week off. Trustees felt that for daycare reasons, staff might find it easiest to work one week on and one week off. Department heads are reaching out to all staff to see how they are feeling about returning to work. David cited the statistic that when employees are given the chance to physically return to work only 30-40% are doing so.

The phases for re-opening are fixed, BUT the timing of the phases is flexible, and we may need to go back in phases if health situations dictate. Trustees agreed to meet every Wednesday in case there is pressure to open or move faster than is comfortable.

Katy asked how curbside pick-up would work, and Becky mentioned that they had produced a five page document on this subject. The only hitch with curbside pickup is that the preferred way to handle it relies on a library user to be tech savvy, since computers and texting/phone calls are involved. But library staff is working on ways to accommodate the non-tech savvy using the old-fashioned telephone.

Once the building is re-opened, we will probably be moving to patron self-pickup of holds, which is another way of reducing direct contact with the circulation staff.

David asked about the timing of safety measures. The new MERV 13 filters for HVAC systems may be in short supply. Becky mentioned that if the town carpenter cannot install the necessary acrylic shields in a timely manner, the library will hire out this job.

There are many library program speakers who have adapted easily to an on-line format, and the library has had good “attendance” for these programs. There will be a virtual summer reading program, and the staff is working on a “dial-a-story” for those who do not have computers at home, or for people who just want to hear another human voice.

Trustees are to ask around for what other needs the library public has. Becky mentioned that the library’s new job is to PIVOT, rather than to try to return things to the way they were. The library has to continue to adapt in order to be essential to the community.

Jane asked if perhaps (screened) volunteers could be used to help with curbside delivery or shelving books once the library is open. Becky explained that the library’s practice is to not have volunteers do what staff is being paid to do. There is also a health liability issue.

The updated Strategic Plan brochure was reviewed and appreciated by the board.

**Next meeting:** May 20th at 7pm.

**Motion to adjourn** was made by Katy at 8:19pm. Passed unanimously.