

Chelmsford Public Library Trustee Minutes

July 1, 2020

Present: Library director, Becky Herrmann, David Braslau, Jane Collins, Laura Ecker, Maggie Marshall, Adam Schertzer, Katy Van Dyne

- I. Meeting called to order by Maggie at 7:03pm
- II. Update on plans for Phase 3 Reopening
 - a. Still waiting on direction from Governor Baker on when Phase 3 reopening will commence.
 - b. Town Manager Paul Cohen is hearing from other Town Managers that they many are being extremely cautious on timing of reopening.
 - i. The Library Director and Town manager thought that July 13th would be more realistic for reopening
 - c. Reviewing Library Phase 3 Plan
 - i. Staffing issues
 1. 1 employee out for 12 weeks on CARES Act
 2. 1 employee out for 2 weeks
 3. 4 employees retired
 - a. 2 reference librarians – need to hire 2 replacements
 - b. 2 maintenance staff, Tom and Bill (15 years)
 - i. Hired Luke Monahan (former Library page) for 1 maintenance position – started last week
 - ii. Interviewed another person for a temporary maintenance position – this may be covered under COVID funding for increased sanitizing
 4. All others working in the building
 - ii. Moving all workstations to have proper social distance
 - d. More hotspots are now available for loan
 - e. Laptops are presently available for loan to use in the parking lot and additional laptops will be purchased.
 - f. Tablets have had certain apps geared towards seniors installed and are being tested by staff. Plan to have available to loan next week
 - g. Teamed with Chelmsford Friends of the Library and Meals on Wheels to deliver bags of book donations to the elderly. 25 people took advantage of the program. Next step, researching home delivery for homebound patrons.
 - h. Pop Up Library – brainstorming ideas on how to utilize new vehicle since library is currently short staffed. When able would start by visiting senior housing, ball fields, Heart Pond and other places where groups of people may be.
 - i. Interlibrary loans
 - i. Delivery Center is clearing backlog now but need to wait until a critical mass of libraries in the consortium are ready to pull lists before interlibrary books can be delivered between libraries.
 - j. Library Programs
 - i. Continuing online programs
 - ii. Anticipate in-person programs to start sometime after December
 - k. Bathrooms

- i. Woman's upstairs bathroom changed to an all-gender bathroom
 - ii. Difficult to deep clean all the bathrooms as frequently as necessary, therefore decided to develop a rotating schedule that will ensure 1 open bathroom upstairs and 1 downstairs for the public at a time.
 - l. Still looking for guidance from the Governor on occupancy guidelines.
 - i. Specific areas will have capacity limit signs
 - m. Special Operating Hours and Computer Use Hours
 - i. Seniors – 10 – 11am
 - ii. Library staff pull lists 9 – 10am
 - iii. 30-minute intervals for computer use, key boards and mice will be swapped between patrons and cleaned.
 - n. Friends of Library donation box is not ready to be opened yet
 - o. One check-out station from the Children's Room will be moved to the lobby
 - i. David requested that there be a traffic flow plan for Children's Room. Becky said we could have entrance through lobby doors and exit through meeting room.
 - p. Pandemic Policy and Behavior Policy updates
 - i. Proposed updated wording to include the requirement to wear masks when state and local health officials direct libraries to implement these procedures.
 - ii. Maggie proposed edits to masks paragraph – no comma after medical reason and "to not enter the building"
 - 1. David moved to amend Pandemic Policy and Behavior Policy to include new paragraph about wearing masks. Laura seconded the motion. Board voted unanimously.
- III. Katy motioned to adjourn at 8:16pm