

Board of Trustees
May 19, 2020
Zoom meeting
7:30 a.m.

Present: Patricia Gautier, Katie Boss, Liza Dimitri, Nicole Rancourt, Lisa Cesare, Alfreda Fournier, Susan Weiss, Dan Hargraves, Doris Bonneau, Michael Malloy, Mamie Anthoine Ney, Director. Absent: Lisa Trafton.

After some technical difficulties, the online meeting was called to order at 7:45 a.m.
April 22nd Meeting minutes were passed after a motion by Lisa and seconded by Doris.

1. Director's reflection on her evaluation and other thoughts: Mamie discussed her thoughts about her evaluation results. Overall she was pleased with the results and felt there was enough information for her to write some meaningful goals for next year. Members of the Board concurred that it was an excellent evaluation of her work. She was surprised with some of the responses that related to the staff. But believed that this would be a good base to start with new goals for the upcoming year. The \$3,500 in the budget for personal development is not enough for staff members to attend national conferences, but they would be able to go to local conferences at any time. Webinars are also available for staff to complete. She will try again with more formal agendas for staff meetings. She had tried agendas at the beginning of her tenure, for about 6 months, and asked for ideas but there was never any input. She was also surprised by the comments about cleaning, as well as the library's social media presence. The staff is encouraged to use social media and post about ongoing programs. With a new development director in the budget, hopefully these ideas will be put in place as she/he can provide some training on social media for the staff. Mamie also continues to encourage the staff to come to her at any time to discuss anything regarding the library, keeping the lines of communication fully open.

Pat requested that Mamie write down all of her goals even though some of them may not be accomplished this year. They could always be written again for the next year. It was requested that Mamie include a goal that reflects the library's response to the pandemic for future reference, especially given all of the work that is being done surrounding this issue.

The City Council believes and appreciates the library and thinks that it is critical to our community. Other departments' budgets are being cut, but we are hoping that the library passes as is. The new full time development director position is still in the budget. The first reading of the budget will be June 1st with the final reading on June 18th. If the city budget passes with the development position intact, the application process will start July 1st. This position will be vital to our Library's success going forward.

There will probably be a deficit in this year's (FY 2020) budget because we have lost revenue from the Online Auction, from fine collections, and from the book sales. Mamie will probably make it up in the Book Budget as less books are being ordered.

Mamie stated that the public misses the library and the staff misses the patrons as well. We are hoping for some possible outdoor activities in the coming months, using what green space is available. Over the next 3 or 4 weeks possible programs will be discussed. Mamie reported that the Cibo Cafe is currently open for take-out Thursday through Saturday from 4 p.m. to 7 pm. Corwin and his new associate Jason are struggling to keep enough business going. The Board was encouraged to put information about Cibo on social media hopefully to increase their business. Mamie has adjusted their rent in light of the lack of business to help them stay in the Library space.

2. Behavior Policy Update: Mamie felt it was necessary to amend the APL's Behavior Policies by including a Customer Code of Conduct for Epidemics/Pandemics. She presented one that she crafted from local thoughts and concerns as well as those considered by other libraries. The Code would consist of items that would be recommendations for patrons to follow but not requirements. The Board does not want the staff involved in confrontations with non-conforming patrons. The Code will be revised as things go along. Board members were concerned about face coverings/masks and whether or not it could be enforced. We decided that it will be ultimately up to the patron to decide whether or not they will wear one, but of course it will be highly suggested. Mamie has ordered a case of hand sanitizer and stations will be put up by the doors and a couple of other places. Mamie is complying with OSHA standards for our PPE supplies (masks, etc.) and has been working with Matt Fifield, a local firefighter and the City Safety Officer. Thermometer checks of staff will be taken daily but no record of temperatures will be recorded. There will be plastic security shields on all the circulation and reference desks to help keep the staff and the public safe.

Mamie is hoping to open June 1st for curbside pick-up and June 15th for patron access inside the building. The Maine State Library recommends that 50 people could be in a library of our size at a time but Mamie and her staff will only start with 10. The Spring St. doors will be the only ones opened. No one will be allowed to sit and read, or lounge around the library. All of the seating has been removed so that patrons can get materials quickly and then exit the library. Patrons will use hand baskets and will bring any books to the circulation desk that they have touched. A sign-in list was discussed in order to keep a record and to perform contact tracing if needed. Cleaning the computers was also discussed while using saran wrap on the older computers may be an option. Handwashing by patrons will be encouraged, and the bathrooms will be cleaned often. There will be signs from the CDC placed around the library. WiFi was brought up again and it has been posted on social media that the Wi-Fi is available from 6 a.m. to 10 p.m. every day. The routers have been repositioned in order to have more effective Wi-Fi. Mamie is considering requiring all patrons sign a generic waiver around Covid-19 to

prevent future claims against the Library should they get sick. She will follow up with the City to see if we need one. The Library staff must communicate with the public before opening so people are aware of all the changes and expectations. Dan stated and the Board agreed that Mamie's response to the Covid 19 crisis has been amazing. He has had some early experience with re-opening his own business and his input was invaluable to our discussion. Alfreda made a motion to accept the Customer Code of Conduct for Epidemics/Pandemics as discussed with leeway for Mamie to tweak as necessary. It was seconded by Doris and passed unanimously. If there's anything else that people want to add to the code of conduct they should contact Mamie.

3. Mechanic Savings Bank donation: Liza spoke about her emails/phone conversations with Rachel at the bank. They are excited to donate \$1,000 to the library to be used however we see fit. Mamie suggested that we use it for the children's reading program in the summer, servicing children in Pre-K and grades one through three. Hopefully we will be purchasing books so that each child can take one home at the end of the summer. It was also discussed to have virtual performers on Zoom for the children. The Board agreed to spend the donation on the Children's Summer Reading Program. When Liza responds to Rachel at the Bank she will suggest making this an annual donation in exchange for our advertising their continued support.

The Online Auction sponsors and donations were briefly discussed and then tabled as Nicole and the rest of the subcommittee will be meeting next week. They will discuss what to do with donations and items that have already been received. More information to come on that. Our next meeting is June 16th and may be in person. More details will be provided at a later date.

The meeting was adjourned at 8:55 am.

Accepted:

Liza Dimitri, Secretary

Date: _____