

Board of Library Trustees
Minutes of the January 22, 2020 Meeting

Approved 2/26/2020

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:08 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the December meeting as presented, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A meeting room request was received from Delphic Associates LLC which was denied due to being a private business use and not for public benefit.
- 4) **Monthly Committee Reports**
 - a) Discussion of the conference call with EveryLibrary that was held on Jan 15, 2020.
 - b) Seekonk Library Trust – Peter Fuller / Anne Miller– The Trust is still receiving donations from the annual appeal. The Trust is looking to learn how to better use the Donor Perfect system and engage repeat donors. The Trust is also looking to change the way the Sharon St. Hillare public service award is awarded. They are moving to honor more than one person a year and help build community connections.
 - c) Friends – Peter Fuller – There was no meeting in December.
- 5) **Old Business**
 - a) Anne Miller from the Seekonk Library Trust and the ad hoc hiring committee presented the results of the recent interviews for a consultant for the Library Building project. The committee interviewed two candidates and checked references. The committee is recommending that the Board offer a contract to Libby Post of Communication Services. A motion was made to “Authorize the Library Director and Assistant Director to negotiate an engagement contract with Communication Services, subject to approval of the Board of Library Trustees.” The motion was seconded and passed unanimously.
 - b) The 2021 Budget request was submitted to the town administrator on December 19, 2019, there has been no meeting scheduled as yet.
 - c) The BoLT will have two seats up for election on the April ballot. Kate Capello will be running for reelection and one additional candidate is needed. If anyone has suggestions, or knows someone willing and interested to run for a Trustee position please have them come talk to Peter.
- 6) **New Business**
 - a) The BoLT reviewed the FY2020 Action Plan. Most program goals are on target but some adjustments have been made.
 - b) On May 3rd (a Sunday) the Seekonk Arts Council would like to have a Seekonk Arts Celebration at the library. This would require opening the lobby area on a Sunday (likely Peter or Kate as staff). Peter is still speaking with the SAC to confirm plans. A motion was made to “provisionally approve the opening of the Library building on May 3 for the Seekonk Arts Council.” The motion was seconded and passed unanimously.
- 7) **Policy Reviews**
 - a) There were no changes recommended for the Policy on Soliciting on Library Property.
 - b) There were no changes recommended for the Appealing a Loss of Services policy.
- 8) **Other Business - None**

9) Public Comment & Questions – none

10) Director's Report

- a) The Library Director's report was submitted for the Board's review. The Director noted that the budget is on target but the salary line is still being closely watched. The Page position is still open but due to salary concerns as well as lack of interest in the position there is not an immediate push to fill that position. December was a slower month but that is typical. The staff has produced a "2019 Year in Review" infographic with basic circulation and visitor numbers. There are three lights out in the parking lot but DPW has been made aware and they will be out soon to fix the lights. The new website is up and running. The email general mailbox was hacked and was used to send spam but that situation has been resolved. There was a missing persons emergency at the Gammino Pond site over the weekend of Jan 17-18. The library site was used as a staging area but staff was not involved in the search. Kate Hibbert and Cynthia Corbett attended the Seekonk Small Business Saturday event. A Roku device has been added to circulation.

11) Other Trustees Questions, Concerns and Suggestions

- a) A Trustee mentioned being more visible at Town events suggestions included a pin that says "Ask me about the Library". The next large town event is the Kiwanis Taste of the Town on March 3, 2020.

12) Next Meeting

- a) Discussion of the Building Project
- b) FY2021 Budget review
- c) Discussion of the Directors contract

13) Vote to Adjourn

At 7:15 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday February 26, 2020 at 6:00 PM

List of Documents:

Meeting Agenda

Revised Minutes of the Nov 20, 2019 meeting

Draft Minutes of the Dec 18, 2019 meeting

Memo to Town Administrator re FY2021 budget

Seekonk Public Library Action Plan 2021 Mid-year report

310. Policy on Soliciting on Library Property

90. Policy on Appealing a Loss or Denial of Services

Library Director's Report

Board of Library Trustees
Minutes of the February 26, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 6:0 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Lynn Cristino and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the January meeting as presented, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Meeting room requests were received from Positive Synergy for the meeting room on 3/24/20 and from Amanda Marks for use of the meadow on 4/18/20. Both requests were approved.
- 4) **Executive Session**
 - a) A motion was made to enter into executive session. A roll call vote was taken and all present responded “Aye”.
 - b) A motion was made to enter back into open session. A roll call vote was taken and all present responded “Aye”.
- 5) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – The Trust met on Feb 11, where they distributed the preliminary agreement from Communication Services. The Trust has received approximately \$13,000 in donations through the most recent fundraising campaign. The Trust is in need of two additional trustees one of who will preferably have some financial experience.
 - b) Friends – Kate Capello – The friends has assets totaling approximately \$52,000, some members were questioning the legality of using those funds to help pay for the communication consultant, but as outlined in Peter’s recent email it is legal to use Friends funds for that purpose. They have recruited three new people to join the membership board.
- 6) **Old Business**
 - a) Peter Fuller and Mike Durkay met with the Town administrator to inform him of the Boards intent to seek funding for the Library building project in November of 2020. The meeting was overall positive with some additional discussion of other Town projects on the horizon. The Town administrator did not feel that other projects such as the DPW building would be likely to be ready for funding this fall.
 - b) The Board has reviewed the agreement with Communication Services. A motion was made to “Accept the agreement with Communication Services as written” the motion was seconded and passed unanimously. A meeting is planned with Libby Post from Communication Services, Jeff Hoover from Tappé Architects and members of all the Library boards on March 14, 2020.
 - c) The 2021 budget was presented to the Finance Committee with very few questions received. As it was a level services budget, with some increases to the technical services due to the new automated system. There are no anticipated issued with the budget.
- 7) **New Business**
 - a) There is a meeting of the Library leadership groups along with Libby Post from Communication Services, Jeff Hoover from Tappé Architects on March 14. Peter requested that the BoLT consider providing lunch for the attendees after the meeting. A motion was made to “appropriate funds not to exceed \$300 from LIG/MEG funds to provide lunch at the library leadership meeting on March 14. The motion was seconded and passed unanimously.

- b) The Board discussed the role of the Steering Committee as we move forward with the building project. There have been some residents that are interested in co-chairing the fundraising campaign. The committee would bring in additional members to begin to work on specific tasks in conjunction with Communication Services or other library leadership groups. The current members of the steering committee would, moving forward, act as facilitators to organize those volunteers to specific tasks.
- c) The Board discussed “alternative scenarios” to constructing a new building
 - i) “SOS” - the library would attempt to fix things as we go along until the building finally has a complete failure of some kind
 - ii) Renovation of the existing structure – the cost of this would be approximately \$400 / sq. ft or about \$5.8 million dollars. As presented in the original grant application this doesn’t save the town significant money as no state aid is available for this type of renovation.
 - iii) “Muddle through” – what program changes would be required if the staff had to continue to offer services in this building

Also discussed was what happens when the library has to move for construction. How long would the move last / where would we go? There is money in the grant budget for moving but not for renovation of a temporary space.
- d) The Board discussed a donation to EveryLibrary. The Trust will be making the donation in exchange for the Library paying the fees for the Donor Perfect subscription. A motion was made “to authorize the Library Director to request a that the Seekonk Library Trust make a donation to EveryLibrary on behalf of the Seekonk Public Library” the motion was seconded and passed unanimously.
- e) The Board reviewed the new proposed guidelines for Library Advertising.

8) Policy Reviews

- a) There were no changes recommended for the Policy on Behavior in the Library.

9) Other Business

- a) Sharon Connors led the discussion of the contract extension for the Library Director. Since the extension is being proposed by mutual agreement, an amendment to the current contract has been drafted. A motion was made to “accept the addendum to the Employment Agreement for the Library Director” the motion was seconded and passed unanimously

10) Public Comment & Questions – none

11) Director’s Report

- a) The Library Director’s report was submitted for the Board’s review. Kate Hibbert presented a new package available for borrowing called “Binge Boxes” they would be a set of movies / books that could be checked out as a single item. Also the safety committee has been meeting and increasing the safety training for the staff. Additionally there has been an increase in cyber security training for the staff. The library is now using a program called Niche Academy for online staff training.

12) Other Trustees Questions, Concerns and Suggestions

13) Next Meeting

- a) Discussion of the Building Project
- b) FY2021 Budget review

14) Vote to Adjourn

At 7:36 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday March 18, 2020 at 6:00 PM

List of Documents:

Meeting Agenda

Draft Minutes of the Jan22, 2020 meeting

Mail / Meeting Room requests

Summary of Conflict of Interest Laws for Municipal Employees

Communication Services Agreement

Draft Proposed Guidelines for Library Advertising

310. Policy on Behavior in the Library

Library Director's Report

Board of Library Trustees
Minutes of the April 1, 2020 Meeting

Approved: 5/20/20

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:01 PM. Other Trustees attending were Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes – Held until next meeting**
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust, Peter Fuller – The Tax filing for the Trust has been submitted there was a penalty but there should not have been so they are working on that. They are planning a Donor Appreciation night once facilities open again. The Annual Campaign has received donations from about 90 donors of approximately \$13,000, with one large donation. Approximately 1/3 of those donors are also members of the Friends. The Trust also asked Peter for access to the library mailing list which our policy does not allow. Instead the library can send a document out on their behalf. Libby Post of Communication Services has been working with the Trust on brochures and website design. There was discussion about how much need there is for their services at this time. Peter will touch base with them and regarding a project timeline.
- 5) **Old Business**
 - a) The cross board meeting with Libby Post of Communication Services (CS) has been postponed, it will likely be rescheduled as a virtual meeting. There is concern that it would be best at this time to postpone the planned expenditure request from Nov 2020 to a later date. There is a Town department head meeting scheduled for Fri April 3, we could also ask CS to aid in getting a feel from the public for a 2020 expenditure
 - b) The Personnel subcommittee reported to the entire board. They have been working on creating a criterion for hiring a new Library Director in the Fall of 2020. They also suggested promotion of the current Assoc. Library Director and then instead working to hire a new Assoc. Library Director. This would help maintain continuity in the organization especially as we are hoping to continue moving building project forward. Mike asked Peter if the postponement of the funding request would change his thoughts on retiring in December 2020? Peter replied that it would likely not. The subcommittee also mention that the Director’s evaluation would be completed in May and we will be getting a schedule for that soon.
- 6) **New Business**
 - a) The Building is closed and has been cleaned and sanitized. After the April 3, Town department head meeting there is hope some staff can return to the building in a limited capacity. Peter, Kate and staff have taken a webinar class on how to handle collections as they return post quarantine. They are working to have a plan in place to present to the public that says “this is what we have done to protect you”. There is enough work and training for the staff for now but if the shelter in place order continues into June there may be a need to furlough employees.
 - b) The Volunteer brunch has been cancelled
- 8) **Policy Reviews - None**
- 9) **Other Business - None**
- 10) **Public Comment & Questions – none**
- 11) **Director’s Report**
 - a) Peter will send a report back to the BoLT after speaking with the department heads and CS.
- 12) **Other Trustees Questions, Concerns and Suggestions**
- 13) **Next Meeting**
- 14) **Vote to Adjourn**

At 2:50 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday April 29, 2020 at 2:00 PM

List of Documents:

Meeting Agenda

Board of Library Trustees
Minutes of the April 29, 2020 Meeting

Approved 5/20/20

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:08 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Presentation by Libby Post of Communication Services (CS)**
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) MBLC report was received.
- 4) **Monthly Committee Reports**
 - a) Personnel Subcommittee – The library director’s self evaluation has been completed. The subcommittee will send that and the evaluation form out this week. Please return the evaluation forms to them by May 25, 2020.
 - b) Seekonk Library Trust – The Trust has been working with CS on website development and a new project, along with the Friends of the Library, called @Seekonkindness to raise their profile on social media platforms. This will be debuting soon.
- 5) **Old Business**
 - a) The staff is looking to expand online programming as the stay at home order continues. They have eight weeks of content planned at this time and are switching to a weekly topical newsletter. They will continue these until the library can reopen. They have also been continuing virtual staff trainings and virtual staff meetings. The Hoopla subscription has been adjusted so more people can access it. The number of books allowed to be checked out has not changed. The staff is looking into adding Canopy which is an all video virtual content site. They have also been working with the Overdrive program for schools called SOARA and working so the students will be able to access the SOARA site from the library site. There are some publishers who are allowing more access to online content but it is still not a clear process. Programming will be moving toward live and recorded content and Youth services is making plans for a summer reading program that would use virtual content as well. Mike Durkay asked if other departments were all still active and open? Peter responded he believes that most are still active although Town buildings are closed.
 - b) A motion was made “to postpone the Library’s Capital Budget Request for FY 2021”. The motion was seconded and passed unanimously. The Board will revisit the capital budget process in August.
- 6) **New Business**
 - a) There is a scheduled meeting of the Public Safety Task Force that will work toward reopening the library along with other Town buildings and programs. The thought is that reopening will take place in phases in order to ensure staff and public safety. There needs to be both physical and procedural strategies in place. May 18th is the current MA state end date to the stay at home order but that may change. The BoLT may need to amend the patron and meeting room policies moving forward. Also, Peter attended a MBLC Building project team meeting. The bonding bill was increased from \$100 million to \$150 million but that bill is still in committee at the State House. The MBLC will need the State to release at least \$20 million to offer grants in the Summer of 2020.
 - b) As of the most recent discussions with the Town the budget for FY2021 remains as was recommended. This does not include a new union contract.
- 7) **Other Business - None**
- 8) **Public Comment & Questions – none**
- 9) **Director’s Report**
 - a) The library should meet all standards for the 16% expenditures for State Aid for FY2020.
- 10) **Other Trustees Questions, Concerns and Suggestions**
- 11) **Next Meeting**
- 12) **Vote to Adjourn**

At 4:10 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Wednesday May 20, 2020 at time TBD

List of Documents:

Meeting Agenda

Board of Library Trustees
Minutes of the May 20, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:07 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the April meeting with revisions, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Monthly Committee Reports**
 - a) Personnel Subcommittee – Library Director evaluations are due back to the Personnel Subcommittee by Monday May 25.
 - b) Seekonk Library Trust – The Trust is still in need of two additional people to serve. This includes someone willing to serve as the treasurer. One trustee term would be a full 5 yr term, the other would be a partial term. Peter has been speaking with someone who has expressed interest in the treasurer position. The Seekonkindness Facebook page is up and running and has received positive feedback. The Trust is working to put out a donor update in June. Some members have been viewing webinars on how to support public libraries in times of pandemic.
- 5) **Old Business**
 - a) Virtual programming has started including trivia night, online Zoom computer help, story times, book discussion group including a virtual author visit. There are many more programs planned moving forward including virtual baseball day planned in June. Summer reading will be entirely virtual this year. Kanopy will be live by mid-June. The opening rate on the weekly newsletter has been good and there has been some positive feedback. Digital downloads are up in all categories, Ebooks up by 54%, Hoopla up 46%, magazine downloads up 153%, Tumblebooks up 300%. Staff is staying busy with webinars and making content for the newsletter and online programming.
 - b) A letter was submitted to the BOS and Town administrator regarding the withdrawal of the FY2022 capital budget request. The BOS did acknowledge receipt of the letter.
 - c) Linda Karewa has resigned from the Steering Committee, Anne Miller will be taking over as the Trust liaison. There is still need to add more committee members hopefully with other strong town connections.
 - d) The FY2021 budget has passed as proposed, Town Meeting will be held on June 22, 2020.
- 6) **New Business**
 - a) A draft of the reopening plan was submitted to the Town Admin and Town reopening task force. Captain Lowry of the Seekonk Fire Dept. will be meeting with Peter tomorrow (May 21, 2020) to review access and pathways in the library. Staff will hopefully resume access to the building on June 1, 2020. Interlibrary loan is suspended until a majority of the SAILS libraries are open per the delivery service. Materials returned to the library will be held for 72 hrs before released back into the collection.
- 7) **Policy Reviews**
 - a) Policy 40 – Patron Records
 - i) CS and the Library Trust have requested that we provide information on who is a library patron and also a voter. This would be against library policy but the library can send things out on behalf of the Trust or Friends groups.

- ii) If there occurs an incident where there is potential for COVID-19 spread is it a requirement for libraries to list who was in the building? We can attempt to keep a log for contact tracing like restaurants or work on more general “retail store” rules. This will continue to be discussed as we work toward a comprehensive opening plan.
- b) Does the failure to wear a mask or practice proper social distancing violate the acceptable behavior policy? Staff is working on setting up paths. Also the number of people allowed into the building at one time will be limited. If there becomes an issue the Board can add specific language to the Policy at a later time.

8) Public Comment & Questions – none

9) Director’s Report

- a) Staff is doing a great job as they continue to work on virtual programming and moving toward getting staff back into the building. As of May 25 there should be virus shields installed, staff will rotate times in the building and continuing to work remotely. Hopefully book drop off and curbside delivery can begin in early June. The Trust and @Seekonkindness are working towards driving traffic to the Seekonkindness page. They will be helping with bags for curbside pickup.

10) Trustees Questions, Concerns and Suggestions – None

11) Other Business

- a) The staff would like to purchase T-Shirts for use during curbside pickup. A motion was made to “appropriate funds not to exceed \$250.00 from LIG/MEG funds to provide T-shirts for staff for curbside pickup.” The motion was seconded and passed unanimously.

12) Next Meeting & Vote to Adjourn

At 3:08 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting will be scheduled for June 17, 2020 at 2:30 PM

List of Documents:

Meeting Agenda

Policy 40 – Patron Records

Policy 80 – Policy on Behavior in the Library

Plan for reopening the Seekonk Public Library - Draft 2 (dated 5/15/20)

Board of Library Trustees
Minutes of the June 17, 2020 Meeting
Approved August 2020

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:37 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) Approval of the May minutes are tabled until July.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A letter was received from the MBLC with the partial LIG/MEG payment. There is approximately \$100 K in the account with a \$45 K commitment to Tappé and a \$20 K commitment to Communication Services (CS).
 - b) A Letter was also received from Library Director Peter Fuller, regarding his retirement.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell - Communication Services joined in the last meeting of the Trust. The Trust is working to move from a Trust to a Foundation and they are working with a lawyer to go over the Bylaws. Two new members have been added to the Trust, Irene Frechette and Brian Salit. The Trust would like to plan a staff appreciation event later in the year, possibly September.
 - b) Friends of the Seekonk Public Library – Kate Capello – Mo Messier will be stepping down as the President of the Friends so they are in need of some new officers. They will be sending out a survey to members regarding officers.
- 5) **Old Business**
 - a) The MBLC has issued a Multi-Phase Plan for reopening Libraries that was published on June 8. It mirrors our plan and is tied to State standards. There is currently staff back in the building, curbside pickup is going very well and materials quarantine time is currently at 72 hrs. Shields and signage have been installed and most supplies have been acquired to move into Phase 3. Curbside pickup will continue for the foreseeable future, and may become a permanent service. The library is aiming for July 6 to move into Phase 3. At that time, it will be possible to let patrons into the building but that will be limited to 25% capacity. There is potential to allow for limited computer use by appointment. Four hand sanitizer stations will be installed. The opening of the Children’s area is still being discussed as there are still concerns over age requirements, unattended children, etc. All fines have been waived and return dates extended. Mike Durkay asked if there has been any feedback from the community about opening or curbside pickup. Peter Fuller answered that there have been some comments that they wish the library was open, but most people are understanding of the situation. There has been no negative feedback at this time.
 - b) There has been no change to the FY2021 budget request. It is expected to pass at Town Meeting on June 22, 2020 without contention
 - c) The Library Directors evaluation has been submitted to Peter for his signature and eventually Mike will sign off on it as well.
- 6) **New Business**
 - a) A motion was made “To appoint Brian Salit to the Seekonk Library Trust for a 5 yr term” The motion seconded and approved unanimously.

- b) The Associate Director's performance evaluation was tabled until the July meeting.
- c) A change was proposed in the Fines and Fees schedule to increase the cost for non residents from \$70 /year to \$75 / year for the next 6 months. A motion was made "to accept the Circulation Policy and Schedule of Fines and Fees as presented effective from July 1, 2020 to Dec 31, 2020." The motion was seconded and passed unanimously.
- d)
 - i) Peter Fuller has submitted a letter to the Board stating his intention to retire at the end of August 2020. Peter has already discussed his decision with the Town Administrator. The Personnel subcommittee is proposing to promote Kate Hibbert, the current Associate Director, into the position of Library Director. The Board will need to hold a public interview of Kate for the Director position. That would leave the library in need of a new Associate Director. The recruitment of an Assoc. Director will be started before June 30 with the Town. Kate is currently rewriting the Assoc. Director's job description with the Personnel subcommittee and is working on a short recruitment statement. The job will be posted to staff first, then to the state library network. Mike will reach out to David Andrade, BOS chairperson, to let him know that the Town Admin and Peter have already discussed this and to inform him of the Board's intention to move forward with the Assoc. Director recruitment.
 - ii) The Union Contract expires on June 30, 2020. All negotiations are currently suspended.

7) Policy Reviews

- a) Policy 10 – Circulation – No Change
- b) Policy 22 – Borrowing Rules – No Change
- c) Policy 140 – Disposal of Surplus Property – No Change

8) Public Comment & Questions – none

9) Director's Report

- a) The Library was not able to expend the entirety of its FY2020 capital budget. The remainder will be rolled into FY2021. There will be a "Black Lives Matter" rally on the Meadows on Friday June 19, 2020. Participants will march from Hurley Middle School to the Meadows where there will be a short speakers program. SPD is already aware and will be present to handle public safety concerns. Approximately 75-100 participants are expected. There will be no access to the Library's public restroom due to the current closure. Curbside pickup will be suspended for Friday afternoon. Peter does not expect to provide any comments / statements on behalf of the Library.

10) Trustees Questions, Concerns and Suggestions – None

11) Other Business - None

12) Next Meeting & Vote to Adjourn

At 3:52 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting will be scheduled for July 15, 2020 at 2:00 PM

List of Documents:

Meeting Agenda

Letter from Peter Fuller

Policy 10 – Circulation

Policy 11 – Borrowing Rules & Loan Periods

Policy 12 – Schedule of Fees and Fines

Policy 140 – Policy on the Disposal of Surplus Property

Board of Library Trustees

Minutes of the July 15, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:08 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
 - a) Mike Durkay wanted to publicly congratulate and thank the staff and Peter Fuller and Kate Hibbert for keeping the library moving over the last 3 months and on successfully reopening to the public in the beginning of July.
- 2) **Minutes**
 - a) Approval of the May and June minutes are tabled until Aug.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) A Thank You note was received from the winner of the Library Trustees Award to Seekonk High School student.
- 4) **Executive Session**
 - a) A motion was made to enter into executive session as per MGL c 30A s 21(a), subsection 8 to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants with all trustees responding “Aye”
 - b) A motion was made to adjourn executive session with all trustees responding “Aye”
- 5) **Elections & Committee Appointments**
 - a) Mike Durkay will remain as Chairperson, Sharon Connors will remain as Vice-Chair and Alyssa Richard will remain as Secretary
 - b) Committee Appointments
 - i) Ann Caldwell will remain as liaison to the Seekonk Library Trust
 - ii) Kate Capello will remain as liaison to the Friends of the Seekonk Library
 - iii) Sharon Connors and Kate Capello will remain as the personnel subcommittee members
 - iv) Fred Slemon was appointed to act as the liaison to the Meadows Advisory Committee
- 6) **Monthly Committee Reports**
 - a) Ad Hoc Personnel Committee – The Assistant Director position has been posted on two library sites with applications to be accepted through August 2, 2020. The Committee is moving forward with the announcement of the retirement of the Director and the proposed appointment of the Assistant Director to the Director position. This appointment will require a public interview. Peter explained that this process is similar to a “Rule and comment” process where the Board makes a decision but then allows for public comment before an official appointment is made. The Personnel Committee will be issuing a series of statements over the next week in regards to this succession.
 - b) Seekonk Library Trust – Ann Caldwell – Communication Services has continued to consult with the Trust. They have met with Cynthia Warren, and attorney who is advising the Trust on looking into if it would be possible to become a Non Profit Corporation and what the benefits of that move would be to the Trust. They also discussed the possibility of merging the Trust and Friends into that NPC after the capital campaign is completed. They are continuing discussion on how to maximize the use of the Donor Perfect system. Meeting will move back to evenings but will remain virtual for the time being.
 - c) Friends of the Seekonk Public Library – Kate Capello – The Friends has elected a new executive board

- i) Irene Frechette – President Suzy Lagalle – Vice President
Pat Libby – Secretary Sue Rutter - Treasurer

7) Old Business

- a) The reopening of the library has gone smoothly in its first week. There have been approximately 300 people in the building since reopening. Curbside pick up continues to go very well with about 1325 pickups since June. There have been no complaints from patrons about rules for being inside the library. There were some small issues with the email notification as curbside pick up / holds began but staff has been great at anticipating needs and tweaking the process to meet patron needs or changes to state mandates. Mike asked if other Town offices were reopened, Peter responded to his knowledge Veterans Services and Human Services are both open by appointment only at this time. There was no additional negative feedback on the date of reopening.
- b) The Assistant Directors evaluation was submitted to the BoLT a 2% raise was budgeted and recommended to the Board.
- c) The current contract with Communication Services (CS) was scheduled to be completed in December, but with the planned delay to the Capital Request until May of 2021 we need to extend the contract through June of 2021. To date the library has been paying the retainer fee. There is a possibility to furlough the contract for a couple of months through the fall but then resume services as we begin to ramp up towards the May 2021 vote. Even with a temporary furlough the Board of Library Trustees, Seekonk Library Trust and Friends of the Seekonk Library would all need to approve a contract extension for CS. Mike asked if the services had been helpful to the library, have they been utilized and been helpful to the Trust or Friends and would it be a concern to CS if we asked for a short furlough. Peter answered that the library had been using CS for some public communication statements, Anne Miller from the Trust said they have been receiving significant help from CS the last few months. Irene Frechette from the Friends said as she had just taken over leadership she was unsure of the amount of interaction they had had with CS but she would make inquiries and let the BoLT know. Peter mentioned that the idea of furloughing the contract but then extending to June had been discussed in a broad manner with CS but no official proposal had been made. Mike asked Peter to reach out to CS and discuss the possible suspension of the contract from Aug 15 – Oct 14 then resuming services from Oct 15 – June 14 2021.

8) New Business

- a) The merit increase for the Library Director was discussed under the guidance of the personnel subcommittee. A motion was made to “make an increase of 2% to the Library Director’s salary for FY2021 retroactive to July 1, 2020 based on an annual review”. The motion was seconded and passed unanimously.
- b) The merit increase for the Assistant Library Director was discussed under the guidance of the personnel subcommittee. A motion was made to “make an increase of 2% to the Library Director’s salary for FY2021 retroactive to July 1, 2020 based on an annual review”. The motion was seconded and passed unanimously.
- c) The funding request to the Friends of the Seekonk Public Library was tabled until August.
- d) The Board discussed if the building project as designed will be feasible with all the current changes in the economy and social behavior of both patrons and other citizens of the town. What changes might need to be made to the building plan or design? The BoLT discussed the need to reach out to Tappé and CS to help answer some of these questions but at a minimum additional space would be necessary to resume some services if current social behaviors continue.

7) Policy Reviews

- a) Policy #80 - Policy on Behavior A motion was made to accept Policy #80 – Policy on Behavior in the Library as presented” The motion was seconded. Fred asked how the library enforces and documents incidences in regards to this policy. Peter said that they library works closely with Seekonk PD and does keep records. There is also an appeal process that can be implemented if a patron thinks the policy is was enforced egregiously. The motion passed unanimously.
- b) Policy 22 – Borrowing Rules – No Change
- c) Policy 140 – Disposal of Surplus Property – No Change

8) Public Comment & Questions – none

9) Director’s Report

- a) The Library finished FY2020 with a surplus of approximately \$60,000 which will roll over into FY 2021. Local elections were held on June 30, 2020, congratulations to returning Board member Kate Capello and newly elected board member Fred Slemon. Peter also sent out congratulatory notes to other newly elected town officials. The Library Construction Bill did pass in the State legislature for \$15 mil. This means that Seekonk will eventually be funded but the yearly appropriation may be smaller meaning it might take longer to get to our project. The balance in the LIG/MEG account is approximately \$88,000 there is also \$5,700 in public printing funds.

10) Trustees Questions, Concerns and Suggestions – None

11) Other Business

- a) Alyssa asked if the Library would be interested in hosting a public flu shot clinic in the fall through CVS Pharmacy. Kate Hibbert mentioned that we do often hold one through Seekonk Human Services and she would speak with them about it, but if we knew enough in advance it might be possible. Major concerns are with availability of safe spacing of patrons but it could be worked out.

12) Next Meeting & Vote to Adjourn

At 4:04 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Aug 19, 2020 at 2:00 PM

List of Documents:

Meeting Agenda

Assistant Director’s Evaluation

Policy 80 – Policy on Behavior in the Library

Communication Services Contract

Board of Library Trustees
Minutes of the July 29, 2020 Meeting

1) Call to Order – Chairperson Mike Durkay called the meeting to order at 6:04 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present. Six members of the public are also present in an observational capacity.

2) Interview of Kate Hibbert for the Position of Library Director

The purpose of this meeting is to hold a public hearing on the proposed promotion of Kate Hibbert to Library Director.

Sharon Connors and Kate Capello of the personnel subcommittee explained that the questions we are asking were submitted by current library staff, the Board of Library Trustees and members of the public. The questions were presented to Kate Hibbert by Sharon Connors and Kate Capello, board members were also able to ask follow up questions during the interview process.

After the question and answer period concluded Mike stated that the board will make a formal decision at the Aug meeting.

3) Next Meeting & Vote to Adjourn

At 7:06 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Aug 19, 2020 at 2:00 PM

Board of Library Trustees
Minutes of the Aug 19, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 2:05 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Peter Fuller, Library Director and Kate Hibbert, Assistant Library Director were also present.
- 2) **Minutes**
 - a) A motion was made to accept the minutes of the May 20 meeting as presented, the motion was seconded and unanimously passed.
 - b) A motion was made to accept the minutes of the June 17 meeting as presented, the motion was seconded and unanimously passed.
 - c) A motion was made to accept the minutes of the July 15 meeting as presented, the motion was seconded and unanimously passed.
 - d) A motion was made to accept the minutes of the July 29 meeting as presented, the motion was seconded and unanimously passed.
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – No Meeting
 - b) Friends of the Seekonk Public Library – Kate Capello – No Meeting
- 5) **Old Business**
 - a) Sharon Connors reported that there was positive feedback from the July 29 interview meeting. A motion was made “The Board of Library Trustees appoints Kate Hibbert as Library Director effective August 29, 2020 through June 30, 2023 at an annual salary of \$92,000” The motion was seconded and a roll call vote was taken. Fred Slemon – Aye, Kate Capello – Aye, Sharon Connors – Aye, Cynthia Corbett – Aye, Ann Caldwell – Aye, Alyssa Richard – Aye, Mike Durkay – Aye.
 - b) A motion was made to “Extend the contract with Communication Services and Libby Post as presented”. The motion was seconded.
 - i) Peter stated that he has been speaking with the Friends and the Trust to extend the contract through June of 2021. The Library will continue to pay the contract fees through Aug 15 then the Trust and the Friends will work to figure out the division of payment of the contract after that. Anne Miller stated that the Trust did not meet in Aug but will have an answer about funding in the fall.

The motion passed unanimously
 - c) Peter and Kate met online with Tappé. The basic model for services and the Building Program are still solid even with the change in world situation. The goal remains to have the library act as a community center, and not just a book delivery services, which will serve the community well. Jeff Hoover from Tappé mentioned that we do need to be sure that moving forward the design continues to be flexible. The current design is flexible but there are improvements that can continue to be made. Given the current situation improvements to HVAC, openable windows, ventilation and flexible spaces for distancing will be important. These may impact operating cost and LEED certifications. Jeff suggested looking again at the Building Program and reevaluate space needs and adjacencies. The staff is already looking at these issues. We cannot decrease the footprint of the building because of the state grant and we cannot increase the footprint because of the site restrictions but adjustments within the footprint can be made. Current thoughts include moving to touchless services, touchless restrooms and other possible adjustments.

- d) Peter had an update from the MBLC. The Bond bill has passed the state legislature. There is sufficient funding to pay for our project but the timeline may be affected. The MBLC has decided to not issue any new grants in FY2021. Some libraries on the list may not be able to secure local funding and that will also affect the timeline. Jeff Hoover does think that construction costs are leveling off so that is some positive news.
- Mike asked how the funding timeline works in the state legislature. Peter said that process is
- 1) The state approves the bond that is the amount that will be used over multiple years
 - 2) The MBLC makes an annual capital budget of how much of the bond will be spend each year (\$20M for FY2021)
 - 3) Reimbursement to Town's is then contractual but does not need additional state legislative action.
- e) The Sharon St. Hilaire public service award will now be administered by the BoLT. The Trust had picked 2 nominees and planned a presentation which had to be delayed. Going forward the goal is to honor 2 people each year possibly one public employee and one volunteer. Also the goal is to make it a larger community event moving forward. Anne Miller of the SLT mentioned that the Board should consider names that were nominated last summer and communicate to those who nominated along with the award winners as to where things stand now.
- f) Patron traffic in the library has been steady but not busy. Most people are still in "grab and go" mode. If we have to fall back to more restricted phases Kate Hibbert has drafted a plan considering different scenarios for those potential changes. This is especially important as schools are reopening in a hybrid mode, there is less space for middle schoolers and no space for private tutoring. Kate has reached out to Dr. Drolet the Seekonk Schools Superintendent to discuss possible scenarios. The staff has also drafted a "worst case scenario" list of things they would need to be effective if the building had to shut down again. They are also working to increase virtual programming in the fall. Mike asked if the staff had any concerns about the reopening, what could we be doing better? Kate answered that most staff have been very positive. The front desk staff needs to be in place for 4 hr shifts because otherwise the use of PPE is very high, there are already anti fatigue mats in place but they are looking at the possibility of getting a high chair or stool for the front desk workers.

6) New Business

- a) The advertisement for the Associate Library Director position was open for almost 5 weeks. There were 24 applications received, but some do not meet the requirements. There are 6 candidates that the personnel committee feel have the proper qualifications. They have been invited for virtual interviews and reference checks have started. The top one or two will be invited for an in person tour / interview. Start date is not yet determined it may be a couple of months until that position is filled.
- b) The Board was presented with the draft memo for the building inspector regarding the Town sign ordinance. A motion was made to "exercise the exemption from the permitting process as presented in the memo." The motion was seconded and passed unanimously.
- c) The Seekonk Meadows Committee is currently inactive. A motion was made "to leave the Seekonk Meadows Committee inactive for FY2021 as documented in the memo to the Town Administrator." The motion was seconded and passed unanimously.

7) Policy Reviews

- a) Policy # 40 Library Patron Records– There has been some discussion of making patron records available for contact tracing during the pandemic. Currently we do not keep a log of who enters the building, but some libraries are. Our policy stated that we will not give out personal information, but it might become a matter of public health if our local health officials ask for contact tracing information. There was a question if this is a matter separate from our standard Library Patron Records policy. Sharon asked if there was the ability to have the staff tested. Peter stated that the Town’s official policy is that Town employees would be tested if they are symptomatic or if they have travelled out of the area. Kate said she would follow up with Health and Human Services to see if there has been any change to that policy.
- b) Policy # 50 Customer Services – No changes
- c) Policy # 60 Ethics – No changes

8) Public Comment & Questions

- a) Anne Miller wanted to thank Peter Fuller for all his years of service and congratulate Kate Hibbert on her appointment as Library Director.

9) Director’s Report

- a) Peter is working on the Annual financial report to Town Hall. He is also working on a farewell message to go out via constant contact. The BoLT should also consider sending out a follow up to that message to introduce Kate as the new Library Director. Kate would also like to send out a press release to invite patrons to come in and say hello. Kate and Peter will work on drafting those announcements.

10) Trustees Questions, Concerns and Suggestions

- a) Mike would also like to acknowledge the Board of Library Trustees deep appreciation for all of Peter’s work.

11) Other Business - None

12) Next Meeting & Vote to Adjourn

At 3:35 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for Sept 16, 2020 at time TBD

List of Documents:

Meeting Agenda

Policy 50 – Customer Services Policy

Policy 60 – Ethics Policy

Communication Services Contract

Board of Library Trustees

Minutes of the September 16, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 4:02 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director was also present.
- 2) **Minutes**
 - a) Minutes of the Aug meeting were tabled until October.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Kate received a patron complaint about one of the titles featured on the Wowbrary email that is sent out to library patrons. The patron didn't like one of the choices and felt that the library shouldn't be promoting a certain view. Kate told the patron that the Wowbrary is a national service and the choices are not picked by our librarians.
 - b) The Shred It event was filled very quickly and there have been some calls concerning the inability to accommodate all patrons. Kate will discuss with the DPW about increasing the amount of people that can attend, but the event was restricted in part due to COVID restrictions.
 - c) The Flu clinic had good attendance even with the need for appointments, only one patron missed their appointment but most of the day went very smoothly.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – The treasurer's report stated that some accounting changes will be made. Libby Post of Communication Services has made a rack card for distribution. Julia Emblen is working on a script for donor calls. Bill Hurley and Debbie Block have agreed to be honorary chairs for the capital campaign. The Trust is also working on its bylaws regarding a clause to remove non performing members. The Trust has made changes to the language but are awaiting review. The Trust will assume the cost of the CS contract moving forward but there is still some discussion over how to divide incidental expenses. The Trust is very pleased with the progress and work of CS so far.
 - i) The New Bedford Public Library would like to borrow one of our paintings that was painted by a New Bedford native. The Trust is looking for someone to restore the frame and correctly package the painting for transport.
 - b) Friends of the Seekonk Public Library – Kate Capello – The friends have not met yet, but they have been busy cleaning out the POD and storage shed. The POD will be returned this month. They would like to meet on Sept 23 without Kate Hibbert or Kate Capello present. The Friends were looking for donations of outdoor furniture for patron use while we still have some good weather. They ended up ordering 4 tables with unattached benches which was not exactly as requested. There is some concern that they will be easier to damage or remove from library grounds but the staff is still grateful for the additional outdoor space that we can offer to our patrons.
 - c) Seekonk Meadows Committee – There is a use policy that directs use inquiries to the Seekonk Meadows Committee. As there is currently no standing committee the requests default to the BoLT. Mike asked if the language of those request forms could be modified to match the language in the Meeting Room request forms so all requests still come to the BoLT but the form will then match the response.
- 5) **Old Business**
 - a) The Sharon St. Hilaire Award nominees have not yet been notified of their award. We still need an official list of those nominees from the Trust. Kate will get a dated list and then the BoLT can notify both the nominees and those who nominated them that we hope to be able to have an event in the Spring of 2021.
 - b) Communication Services will be at the library from Sept 23 – 25 to film some promotional videos. CS will also be facilitating some focus groups that are starting to fill, but more attendees would be better.
- 6) **New Business**
 - a) The Associate Director Search continued in Sept with five candidates being interviewed, and two being invited for in person interviews. An offer was made to the preferred candidate but her current position counter offered and she chose to remain in her current position. Rather than fall back on the previous search, the personnel committee decided to reopen and restart the search. The position will be reposted until October 12, 2020

- b) The Board was presented with the draft of the FY 2020 Annual Report that will be submitted to the Town. A motion was made “to accept the report as modified for submission to the Town for FY 2020.” The motion was seconded, after some discussion including some questions about the Smart Family Trust the motion was passed unanimously. Kate will try to locate some additional information about the Smart Family Trust for the Board.
- c) The Capital Improvement Request was presented to the Board. A motion was made to “accept the Capital Improvement Request for FY2022 as presented to be submitted to the Town.” The motion was seconded and passed unanimously.
- d) See Monthly committee report for change to the Meadows Use policy
- e) The Library is in possession of a collection of old stamps from a time when there was an active stamp collecting club at the library. Previous attempts to find a new home for the collection have not worked out. Kate will reach out to the Spellman Museum of Stamps one more time before we consider disposal of the collection.
- f) A set of Outdoor furniture was purchased by the friends so no additional request is being made at this time.

7) Policy Reviews

- a) Policy # 20 Homebound Delivery Policy – The service is currently suspended, books are delivered by volunteers, but the library is hoping to restart the service soon. There might need to be changes to the language of the policy to better define “homebound” to include more patrons and be more applicable to all. The Board will revisit this policy in October.

8) Public Comment & Questions - None

9) Director’s Report

- a) Kate reported that the binge boxes have doubled and are seeing strong circulation. The online suicide prevention program was well received. The library currently quarantines materials in the large meeting room for four days. The newest recommendation from REALM is 7 days. At this time the staff feels that the 4 day quarantine is sufficient, there is also additional time for transport between libraries when the materials are not in patron possession. We will continue with the four day quarantine for now.

10) Trustees Questions, Concerns and Suggestions

11) Other Business - None

12) Next Meeting & Vote to Adjourn

At 5:24 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for October 21, 2020 at 4:00 PM

List of Documents:

Meeting Agenda
Patron Complaint
FY2020 Annual Report
Capital Budget Request FY2022
Seekonk Meadows Use Policy
Homebound Delivery Policy
Lasting Influences of the Pandemic on Libraries
YTD Budget Report
Director’s Report

Board of Library Trustees

Minutes of the October 21, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 4:01 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director was also present.
- 2) **Minutes**
 - a) Minutes of the August and September meetings were presented.
 - i) A motion was made to accept the minutes of the August 19, 2020 meeting as edited. The motion was seconded and passed unanimously.
 - ii) A motion was made to accept the minutes of the September 16, 2020 meeting as edited. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS**
 - a) Kate received a positive note on the Community shred event. There were 142 participants and we were able to accommodate all the patrons on the waiting list.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – There has been a resignation on the Trust. The Board needs to identify and appoint a candidate to the Seekonk Library Trust. Seekonk Kindness will be celebrating World Kindness Day on November 13, 2020, please share the FB page if you haven't already. The Trust is looking into acquiring liability insurance for the Trust board. The loan of the picture to the New Bedford Library is still being worked out, they are looking for an appraiser. CS/Libby Post is working with the Trust on a "case for support" document. Peter Fuller will be joining the capital campaign committee. The Trust will be postponing their annual meeting until June (tentative). Anne Miller, chairperson of the Seekonk Library Trust presented the trust plans for the Quiet Phase of fundraising. Members of the trust will be reaching out to other members of library boards before December and then will begin to reach out to friendly members of the public after the new year.
 - b) Friends of the Seekonk Public Library – Met on Sept 23. At the request of the Friends Board neither Kate Hibbert or Kate Capello were present at that meeting. Kate Hibbert stated that the POD is gone and the donation back log has been dealt with.
 - c) Seekonk Meadows Committee – None
- 5) **Old Business**
 - a) The Sharon St. Hilaire Award nominees were Bill Clark and Ginny Pacheco. A letter will be drafted and sent to the award recipients with plans for a reception in the Spring of 2021.
 - b) We are still having trouble finding a home for the stamp collection. The RI Philatelic society doesn't want them. The Fall River group also doesn't have interest in them but suggested giving them to an interested younger member of our community. Kate will reach out to the Spellman Postal Society Museum and possibly the guidance staff at the Middle and High school.
 - c) The Associate Director interviews are being scheduled for the week of Oct 26-30. All new candidates are being interviewed.
 - d) The bylaws of the Smart Trust were included in the documents for this meeting for the Board's review.
- 6) **New Business**
 - a) The Steering Committee met and went over building plans with Tappé. Jeff Hoover is looking into staffing needs with input from Kate Hibbert and the staff. Kate also asked if the plans included a dedicated space for a server / data room. She will check with Jeff.
 - b) Kate met with the Town Administrator and the Finance Director and submitted the Board's Capital Improvement request for FY2022. The Quad Board (BOS, School Committee, CIC and Finance Committee is meeting today Oct 21, 2020) that request should be presented to the joint boards at that time, Kate was not required to be present.
 - c) The Veterans committee is looking into the possibility of a Christmas tree sale at the Memorial for some time in December. There are no set plans yet, they have only reached out to Mike as a courtesy. There are some concerns over traffic flow and potential impact to the landfill cap if they need to stake the trees into the ground. Plans are in very early stages, if they move forward with plans they will keep the BoLT informed.
- 7) **Policy Reviews**

- a) Policy #100 Collection Development Policy – The revised policy was submitted to the BoLT for review prior to the meeting. Minor changes were made to reflect ALA updates. A motion was made to “accept the changes to Policy #100 – Collection Development Policy as presented.” The motion was seconded and was passed unanimously.

8) Other Business

9) Public Comment & Questions

- a) Anne Miller - mentioned that if we do find a home for the stamp collection, especially if it is passed on to a Seekonk citizen, could we ask them for a quick story for the Seekonk Kindness FB page and maybe the Seekonk / Rehoboth Reporter?
- b) Anne Miller – The Library is still on the Capital Improvement timeline for FY2023. We need to be sure that they are certain that the money will be requested for FY2022. Kate Hibbert said as stated in our written request we anticipate asking for funding in FY2022 and both the Town Admin and the finance director are aware of this. Mike stated that he would communicate with Mr. Cadime via email prior to the Quad- Board meeting to reiterate/confirm our intent for FY2022.
- c) Anne Miller – Could we suggest to the Veterans committee to use the Gammino Pond parking lot instead of the Memorial site?

10) Director’s Report

- a) September saw busier usage with October being a little slower. Programming attendance has been variable depending on popularity of topic. Creative Bug app has been added- craft programs consistently popular. Story Time On-The-Go has been more popular than virtual story time. Staff are appreciative of The Friends funded purchase of a Cricut™ which will be used to facilitate craft programming and signage. Five additional Hot Spots have been added to circulation because they are always checked out. Human Services contacted the library about availability of "devices" for virtual programming. I pads and Chromebooks will be added to circulation, but will not initially be publicized. A question was raised about the use of the library by students after school- no middle school students and only a few high school students using the outside tables.
- b) Building Issues: There has been no heat since Monday 10/19. DPW aware and have ordered parts needed for repair. Kate expressed concerns about potential for Library closure if temperatures drop before repair. Weather predicted to be warm enough through end of this week. DPW is also aware of lights being out in parking lot.
- c) Kate reported that she has sent thank you notes to all who participated in video spots.

11) Trustees Questions, Concerns and Suggestions

12) Other Business - None

13) Next Meeting & Vote to Adjourn

At 5:06 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for November 18 @ 4pm - Town meeting Monday November 23, 2020.

List of Documents:

Meeting Agenda
Summer Reading Survey / Results
Stamp Collection Refusal letter
Smart Trust By-Laws
Building Plans with Comments
Creative Bug Flyer
Collection Development Policy
Director’s Report
Additional Services Proposal – Design Update

Board of Library Trustees
Minutes of the November 18, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 4:01 PM. Other Trustees attending were Ann Caldwell, Kate Capello, Sharon Connors, Cynthia Corbett, Alyssa Richard and Fred Slemon. Kate Hibbert, Library Director was also present.
- 2) **Minutes**
 - a) Minutes of the October 20 meeting were presented. A motion was made to accept the minutes of the October meeting as written. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS - None**
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – Ann Caldwell – The Trust meant on November 10, 2020. Libby Post of Communication Services is scheduled to be at the Library on Dec 9 and 10 for follow up videos / community outreach. About 30 Seekonk Kindness lawn signs have been printed and are out around town. The Trust is still working on sorting out the art collection. Members of the Trust will be reaching out to members of other Boards with the goal of getting 100% commitment / pledges by December.
 - b) Friends of the Seekonk Public Library – Are meeting 11/18/20
 - c) Seekonk Meadows Committee – None
 - d) There was a joint meeting with Irene Frechette, Chair of the Friends, Anne Miller, Chair of the Trust, Sharon Connors, Vice Chair of the Board of Library Trustees, Kate Hibbert and Libby Post. They met to discuss the roles that the respective Boards will play in the upcoming fundraising / support campaigns in 2021. It was a productive meeting with a goal of getting a printed plan out to all members of the Boards. The Trust is in good shape and are ready to move forward with fundraising in January. The Friends do not have as concrete a plan but Irene is confident that they will be prepared to work towards advocacy and public education in January.
- 5) **Old Business**
 - a) The Stamp collection was donated to the Art and History teachers at Hurley Middle School, they sent a Thank You note to Kate Hibbert.
- 6) **New Business**
 - a) The Steering Committee met briefly to go over building plans with Tappé and plan for things that need to be accomplished before transitioning into the Vote Yes / Fundraising campaigns. Jeff Hoover has provided some new floor plans and is still working on getting an updated cost estimate.
 - b) The Human Resources subcommittee and Kate Hibbert interviewed candidates for the Associate Directors position and offered the position to Debra Clifton pending the Town and BoLTs approval. The new Associate Director should start approximately December 2, depending on travel restrictions and approvals.

A motion was made “to appoint Debra Clifton to the position of Associate Director as of December 2, 2020”. The motion was seconded and approved unanimously.
 - c) The initial FY 2022 budget has been put together. It shows a slightly less than 2% increase over FY2021 mostly from contractual increases in salaries. There are also increases in technology upgrades for public use and professional services for working from home. Due to the closure of the Children’s Room since March the second self check station was not installed. It is anticipated that the money allotted for that will be able to be spent once the Children’s Room can reopen. Kate Hibbert has looked at areas that can be cut if requested. A motion was made “to authorize the submission of the FY2022 budget, as presented, to the Town”. The motion was seconded and passed unanimously.
 - d) The Action plan was presented to the BoLT and needs to be submitted to the State by Dec 1, 2020. A motion was made to “accept the Action Plan as revised for submittal to the State”. The motion was seconded and passed unanimously
 - e) Kate Hibbert asked the BoLT to close the library on Friday, January 29, 2021 for staff professional development including an online presentation and to provide lunch to the staff that day. A motion was made to “close the library on January 29, 2021 and authorize from LIG/MEG funds not to exceed \$400 for presentation and lunch”. The motion was seconded and passed unanimously.

7) **Policy Reviews**

- a) Policy # 210 Internet Use and Safety Policy - A motion was made to “accept the changes to Policy #210 – Internet Use and Safety Policy as proposed.” The motion was seconded and was passed unanimously.
- b) Policy # 220 Social Networking Policies - A motion was made to “accept the changes to Policy #220 –Social Networking Policies as proposed.” The motion was seconded and was passed unanimously.
- c) Policy # 230 Web Links Policy - A motion was made to “accept the changes to Policy #230 – Web Links Policy as proposed.” The motion was seconded and was passed unanimously.

8) Other Business

- a) On Friday November 13, 2020 a patron came into the library with no mask and refused staff efforts to provide him with one while in the building. His intention was to challenge the staff regarding the mask policy, he has done this in other area libraries. He used a library computer terminal but then did leave peaceably after 30 minutes.
- b) On November 16, 2020 due to rising COVID-19 cases the Town elected to close all town buildings. The library can decide independently whether or not to remain open. There are a few options available
 - (1) Open with no changes
 - (2) Open by appointment only
 - (3) Closed with only curbside pick upAll options would have staff remaining at work. The BoLT discussed the options and the opinions of staff and the Director. A motion was made to “remain open and operating under the guidelines in place since July 13, 2020”. The motion was seconded and passed unanimously.
- c) The Trust has presented a policy on gift giving and naming that will be used in the upcoming fundraising campaign. The policy is presented to the BoLT for review and will be discussed and voted on at the Dec meeting.

9) Public Comment & Questions - None

10) Director’s Report

- a) October circulation is down about 26% but is getting closer to normal. Curbside pick up numbers have decreased. Staff is doing a wonderful job with virtual programming. The drive in movie that was scheduled for October and was cancelled due to the snow storm will happen in the spring as the service has already been paid for. Ipads and Chromebooks are ready for use by the Senior Center and older patrons. The heat in the building has been fixed. Michelle Gario wrote and was awarded a \$1000 grant for a two part series for job seekers. A strategic plan was not filed for FY 2021.

11) Trustees Questions, Concerns and Suggestions - None

12) Other Business - None

13) Next Meeting & Vote to Adjourn

At 5:32PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for December 16 at 4pm

List of Documents:

Meeting Agenda
October Meeting minutes
Revised Face Covering Order
Director’s Report November 2020
Draft Seekonk Public Library Gift Policy
FY21 1st Quarter Budget Report
FY22 Budget Request
Libraries Lead Google Grant Documents
MEMO – Interim Protocol for Face Coverings
MEMO – Municipal Buildings Closing Nov 16
Stamp Collection Thank You Note
Revised Drawing

Board of Library Trustees
Minutes of the December 16, 2020 Meeting

- 1) **Call to Order** – Chairperson Mike Durkay called the meeting to order at 4:05 PM. Other Trustees attending were Kate Capello, Sharon Connors, Cynthia Corbett and Alyssa Richard. Kate Hibbert, Library Director and Debbie Clifton, Assoc Library Director were also present.
- 2) **Minutes**
 - a) Minutes of the November 18 meeting were presented. A motion was made to accept the minutes of the November meeting as written. The motion was seconded and passed unanimously.
- 3) **MAIL & OTHER COMMUNICATIONS – None**
 - a) A letter was received from a Patron’s estate that wanted to donate books, the collection was not a special collection and because of current restrictions we politely declined the collection.
 - b) A memo regarding inclement weather for all Town offices was received.
- 4) **Monthly Committee Reports**
 - a) Seekonk Library Trust – There will be no official fundraising kick off in January but they are looking to start activities in Feb of 2021. They have pledges of support from 100% of Trust and BoLT they are still contacting members of the Friends for pledges. The annual town meeting is still scheduled for June and not anticipated to change. The signs for World Kindness Day were well received. They have been collected to be used again for other campaigns. The Board is still in need of an additional Trustee.
 - b) Friends of the Seekonk Public Library – Kate Capello – Annual appeal campaign is going well, Pat Libby is sending out thank you notes and adding information to Donor Perfect. Going forward the Friends will be working with Communication Services before sending information to the Seekonk Reporter.
 - c) Seekonk Meadows Committee – None
- 5) **Old Business**
 - a) Kate Hibbert provided the Board with a few choices for clocks to be used as gifts for the Sharon St. Hilaire award. The BoLT needs to decide on a price / style, please send your opinions to Mike or Kate before the January meeting so we can vote at that time.
 - b) The Seekonk Library Trust is in need of one additional Trustee, if the Board has any ideas for someone who could fill that position please let Mike or Kate know.
- 6) **New Business**
 - a) Mike Durkay will reach out to the current BOS chair (Justin Sullivan) to set up a meeting in Jan or Feb to begin to build support within the BOS for the building project. Libby Post of Communication Services has been working with Christine DeFontes (Town Treasurer) to determine the impact of the project on the average ta payer.
 - b) COVID rates in Seekonk have dramatically increased and now stand at above 15%. The staff is getting concerned about remaining open during this time. Kate Hibbert recommended to the Board that we move back to curbside / remote services only until mid January when we will again look at the numbers and risks of reopening. A motion was made to “move services to curbside pickup only starting Tues December 22, 2020 until a date To Be Determined”. The motion was seconded and passed unanimously.
 - c) Kate and Debbie recently met with the MBLC building consultants regarding the changes proposed to the building project. The MBLC had some concerns with a few of the changes which Kate presented to the BoLT. Jeff Hoover from Tappé was also present at that meeting and will continue to make adjustments to the design. Some of the concerns from the MBLC and staff center on the placement of the gender neutral restrooms on the first floor. There is a family restroom located in the children’s room. There will be continued discussion on this as we move into the next phases.
- 7) **Policy Reviews**
 - a) There was a discussion of the Gift / naming policy as submitted to the Board from the Trust for the Board’s review. The policy does include language similar to the MBLC’s “useful life of space clause”. Kate asked that if the Board had any questions that they be send to her before the Trust meeting on January 12, 2021.
- 8) **Other Business - None**
- 9) **Public Comment & Questions – None**
- 10) **Director’s Report**

- a) Current visitor numbers are very low down about 50%, but circulation is only down about 25% which is less than expected. The window into the Children's room has been decorated by the librarians and is getting really positive attention and feedback. No state aid will be issued until at least Feb, the MBLC is waiving some requirements for FY 2022 but funding is delayed. There is one staff member out sick.

11) Trustees Questions, Concerns and Suggestions - None

12) Other Business - None

13) Next Meeting & Vote to Adjourn

At 5:09 PM a motion was made to adjourn the meeting. It was seconded and passed and the meeting was adjourned.

The next meeting is scheduled for January 20, 2021 at 4PM

List of Documents:

Meeting Agenda

November Meeting minutes

Director's Report December 2020

Draft Seekonk Public Library Gift Policy

Current Gift Policy

Current Policy on Naming and Recognition

Award Clock pictures and pricing

Memo on Inclement weather notice 12/14/20

Questions re: Building Plan

Building Plans dated 12/11/2020