



Board of Library Trustees (BOLT)
Meeting Minutes, Thursday, June 11, 2020 6:45 PM
Remote Meeting

Ann Marie Conant, Chair
Julie A. Iatron, Vice Chair
Paula Flaherty, Secretary
Joseph F. DelGaudio
Elaine A. Plettman
Michael R. H. Barton

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Members Present: Ann Marie Conant (AMC), Julie A. Iatron (JAI), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Elaine A. Plettman (EAP)

Also Present: Susanna Arthur (SA), Library Director

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:45 p.m.

Confirming Member Access:

- Ann Marie Conant, BOLT Chair confirmed that all members and persons anticipated on the agenda were present and could hear the audio.
 - BOLT Members Julie A. Iatron (JAI), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Elaine A. Plettman (EAP) responded that they were present.
 - Library Staff member Susanna Arthur (SA), Library Director, responded that she was present.
 - No additional Speakers were on the Agenda or present.

Introduction to Remote Meeting:

“Good evening. This Open Meeting of the Board of Library Trustees (BOLT) is being conducted remotely consistent with Governor Baker’s Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the ‘COVID-19 Virus’.

Governor’s Signed Order regarding Open Meeting Law:

http://www.tyngsboroughma.gov/wp-content/uploads/2020/03/OpenMtgLaw_ExecOrder_2020-03.pdf”

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor’s Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, the Board of Library Trustees (BOLT) is convening by video conference via the Zoom App with associated phone number and login details as posted on the Town’s Website identifying how the public may join.

Please note that this meeting is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording."

Meeting Materials

"All supporting materials that have been provided to members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise. Documents submitted late, or during the meeting, will be added to the website as soon as possible."

Meeting Business Ground Rules

"We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in dialogue with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:
After members have spoken, the Chair will afford public comment as follows:
 - The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote."

Comments from the Public

"The public may ask questions/comments during Public Hearings/Citizen and Business Time or at other times solely at the discretion of the Chair. However, for speakers with no computer camera or speakers calling into the meeting through audio only, the Chair may require that questions be re-submitted in writing to confirm the authenticity of the speaker, prior to the Board/Committee responding to the question or comment. This is at the discretion of the Chair."

- No comments from the public were made at this meeting.

Old Business

- **Strategic Planning Process:** The Strategic Planning process and Strategic Planning Advisory Committee (SPAC) are on hold. The contract with consultant Barbara Alevras has been terminated and a revised contract agreed to. There will be a planning meeting in December of 2020 and the process will resume in January of 2021. The Director and Ms. Alevras have agreed to a July 1, 2021 completion date.
- **FY21 Budget:** The Director has not yet received guidance from the town for the FY21 budget. Department heads have been instructed to work on a 1/12th plan for the start of FY21, using the requested FY21 budget, allocating one month at a time. Department Heads have also been asked to submit any larger non-recurring expenses to the Town Administrator.

New Business

- **Donations:** A donation of \$200 has been received from Community Teamwork Inc. to support Dads and Donuts programming. The Friends of the Tyngsborough Public Library have made a contribution to the Library of \$1000 to be used for additional funding of the e-Book collection. SA will send thank you cards from the Trustees.
- **Coronavirus – BOLT Participation:** AMC related Massachusetts Library Trustees Association (MLTA) dialogue in regard to how other Libraries are managing Board of Trustee involvement with Library Coronavirus response. All attending Trustees indicated strong support and trust in the Director and agreed that the Director should continue to handle day to day operations. If BOLT support is needed, she should reach out to BOLT members.
- **Coronavirus – Reopening Plan:** A Library reopening plan has been sent to and accepted by the Town Administrator. Reopening may occur after the July 4th holiday.
- **Coronavirus – General Update:** Curbside pick-up began on June 1st. Feedback for the community has been positive. The Staff have been flexible and creative in determining protocols and programming. All Library programming will be virtual through the end of the summer. On-line registration for the summer reading program has been initiated.

In response to questions from JAI the Director will include verbal instructions to Patrons on parking and has increased funding for electronic resources. PF suggested an increase to number of holds on Overdrive. SA noted that e-resource circulation has increased 57% year on year, May 2019 to May 2020. AMC inquired about museum passes, are the period of the passes being extended due to closures of museums? SA responded that Staff are monitoring websites and updating as information becomes available. AMC also inquired about Corona related safety improvements to the interior of the Library. Plexiglass partitions are being installed at the withdrawal desk and partitions are being ordered for the staff office area. Gloves, masks and hand sanitizer are in house. Directional signs and other physical plant details are in progress.
- **Coronavirus – Prepare for Town Meeting:** The Town meeting date has not been determined. Library preparations for the meeting are on hold.
- **Coronavirus – Summer Schedule:** A motion was made by PF and seconded by JAI to close the Library Saturdays from June 13, 2020 (aligned with Tyngsborough Public Schools summer closure of June 12, 2020) through Labor Day weekend, reopening on Saturday September 12, 2020. A roll call vote was conducted: Ann Marie Conant, yes; Julie A. Iatron, yes; Paula Flaherty, yes; Joseph F. DelGaudio, yes; Elaine A. Plettman, yes. The motion passed 5-0-0.
- A second motion was made by PF and seconded by JAI to support the Director's decisions relating to Library hours during the pandemic reopening without additional Trustee votes. A roll call vote was conducted: Ann Marie Conant, yes; Julie A. Iatron, yes; Paula Flaherty, yes; Joseph F. DelGaudio, yes; Elaine A. Plettman, yes. The motion passed 5-0-0.

Trustees and the Director agreed to explore Library hours specifically for seniors and at-risk Patrons.
- **Election of Officers:** This topic was deferred. The Chair, Vice Chair and Secretary will continue in roles until new Trustees are added to the BOLT.
- **Sign Director's Contract:** A motion was made by EAP and seconded by JFD to approve the negotiated Director's contract with the following three modifications: (1) salary and longevity payment as previously approved and submitted with the FY21 budget; (2) in recognition of 10 years of service an additional 1 week of vacation per year to total 25 days; (3) longevity payments as previously approved. A roll call vote was conducted: Ann Marie Conant, yes; Julie A. Iatron, yes; Paula Flaherty, yes; Joseph F. DelGaudio, yes; Elaine A. Plettman, yes. The motion passed 5-0-0.

Signature by the Chair and the Director will occur on Monday June 15, 2020. Other Trustees will sign as they can (curbside or via AMC) prior to June 30, 2020.
- **Designate Signatory for Bill Scheduled and Payroll:** As required by the Town of Tyngsborough Financial Policies and Procedures page 64 and approved by Board of Selectmen 6/11/18, a motion was made by JFD and seconded by JAI to appoint Susanna Arthur, Library Director and Department Head, as the designated signatory for all Tyngsborough Public Library Schedule of Bills Payable. A roll call vote was conducted: Ann Marie Conant, yes; Julie A. Iatron, yes; Paula Flaherty, yes; Joseph F. DelGaudio, yes; Elaine A. Plettman, yes. The motion passed 5-0-0.

- **Trustee Transition:** Elaine anticipates resigning her position on the BOLT during the week of June 15, 2020 as she is moving to Texas. Trustees expressed best wishes and thanks to Elaine for her service to the Tyngsborough Public Library.
- AMC encouraged Trustees and the Director to propose residents that might be interested in participating on the board.

Trustees Time

Ann: Earlier this month Sandy's mom passed away. The Trustees agreed to send a donation to the Alzheimer's Association from the Sunshine fund. The Entry Garden at the Library looks lovely. Sue and the Library staff are absolute troopers during this overwhelming time. Sue has kept the Staff gainfully employed doing very valuable work. Ann has spoken to the Staff and they indicated that they feel comfortable and safe. Thank you to Elaine. Have a safe trip to Texas!

Joe: The Staff and Sue have risen above and beyond. Joe is glad that we can trust Sue to do things without oversight. Best wishes and thank you to Elaine.

Paula: Thank you to Sue for your excellent direction and management of the Library. The Staff have been phenomenal! The BOLT needs to find a meaningful way to recognize the Staff and demonstrate our appreciation. Best wishes for Elaine and a big thank you.

Julie: Thank you, Elaine. Thank you, Sue for great job, you and the Staff have really stepped up to plate. Julie's family have used many of the recommendations for on-line activities including following the right whale migration, story time and crafts. These have worked really well, even being apart.

Elaine: It is wonderful that we all feel so good and have so much trust that we don't have to think twice about the leadership of our Director, it's amazing. Also a "Shout Out" for book reviews. Elaine is looking forward to her permaculture adventure in Texas.

Sue: Extraordinary times, extraordinary heights. Sue is profoundly moved by the Staff's ebb and flow, their tapping into new skills, stretching and unleashing creativity. There is a sense of accomplishment within the Staff.

At 8:23 p.m. a motion was made by JFD and seconded by JAI to adjourn the BOLT meeting. A roll call vote was conducted: Ann Marie Conant, yes; Julie A. Iatron, yes; Paula Flaherty, yes; Joseph F. DelGaudio, yes; Elaine A. Plettman, yes. The motion passed 5-0-0.

The meeting adjourned at 8:24 p.m.

Next meeting: The next BOLT meeting may be scheduled for July.

Respectfully submitted,



Paula Flaherty, Secretary