

April 21,2020 Board of Library Trustee Minutes. Meeting start time 5:34 P.M.

Wilbraham, MA Public Library Board of Trustees meeting Minutes. Meeting start time 5:34 P.M.

Attendance: Karen G., Ray B, Cheryl W, Linda D, Karen D, Jim J, Marjorie W. Virtual Guest: Bruce Williams
Absent: None

. Chairman's report:

Per Jim J: Due to The Corona Virus in accordance with The Open Meeting Law the meeting is being held virtually.

Amending the February 2020 meeting minutes- The Trustees have varying opinions of what information and the level of collection is appropriate to collect. A vote is taken to table the February 2020 meeting minutes. In favor: Karen G, Cheryl W, Linda D, Karen D, Marjorie W, Jim J. Abstaining: Ray B. The motion passed. The February 2020 meeting minutes were tabled.

. Library director's Report:

Security Camera draft:

Jim J. likes the purpose of The Draft especially the purpose rational and the open atmosphere. Linda D. will make a bullet that Law Enforcement may be called by the staff if there is a real or perceived threat to Public Safety. Karen D. – The Town Attorney should be another set of eyes for the draft of the security camera policy. Ray B. motions and seconded by Cheryl W. subject to the modifications to approve the security policy. The motion is voted on and unanimously passes. Ray B. thanks the subcommittee members for the work.

. Policy review schedule:

Karen D. wants two more policies tackled by June. They are The Library internet and computer services policies as well as the CORI policy.

Jim J.- The computer policy is complex and may take some time. Maybe Wayne can come in and speak more about filtering. Linda suggests reconvening the subcommittee via a GOTO meeting. Karen D. states our current policy is on the website. Jim: Policies because of technology are revising. This has to be kept in mind. Cheryl W. – Can Wayne R. look at the current policy and how it works with technology?

This is a good idea.

. Working at home:

Karen D. – the staff has been very creative but Evergreen would be a good tool to be able to use. Karen will access Library Patrons concerns with phone call appointments. Mary Bell is also doing evening discussions through the JITS application. Bernie D. wants to know from the board what sort of information he can share with the public and is looking for suggestions. Some suggestions were what restaurants require

or will require customer use of masks for Take Out curb side PICK Up or when the dining rooms reopen. What hiking trails can be accessed keeping social distances practices in mind? Anything that bolsters the Public Spirits is good.

. Reopening Protocol

Karen D.- Reopening protocols do not need to be voted on. There will be some protocols in place to protect people's privacy. There are department head meetings and updates provided on DPH issues.

. FY21 Budget Update:

Looking ahead to FY22 The Board of Selectman and The Finance Committee are anticipating budgetary issues. The Wilbraham Ma. 2020 Annual Town Meeting has been rescheduled to June 15th. Karen D- Due to there being limited library building access it has not been possible to do a 3rd quarter financial report.

Ray B- Ray B. states that he favors a policy requiring That Library Patrons when accessing the building wear masks. Karen D. reiterates that she can consult with the Public Policy Health Nurse.

. Friends report:

Ray B. said The Friends meeting took place through E Mail. Karen D. suggested that THE JITSY application may be more beneficial for The Friends use. Ray also informed The Board that all Friends events have been rescheduled or cancelled. Everything is in limbo.

. Building/Renovations:

Using The Green Community Funds Sam is doing weatherstripping before doing the boiler.

. Story Walk Update:

Karen D: The Story Walk construction is put on hold. DPW will be having more permitting issues.

. Lift Account:

Jim J- \$28995 is in the account. There is nothing else new.

. Miscellaneous/ Unforeseen events

Linda D: The library needs an Incident Report System. The report should be recorded and there should be a place in the agenda where we discuss training. There is a high level of tension and discomfort. The report form should emphasize the importance of training and scripts for the staff (3 second elevator speech). Karen G- Some type of Staff roleplaying may be helpful. Karen D- There is a process for reporting incidents. E Mail is sent to Karen D. and gets forwarded to others in the mix.

Jim J: We need an incident report form with a system with protocols in place. Neither the Library Trustees nor the staff should be blindsided. We need a simple incident report form as well as training and an extended discussion that is included in the agenda. The Library should be kept as a welcoming place. The Incident report Systems should be put in the next agenda. Linda D- Can Nate DeLong look at the IT policy prior to THE GOTO Meeting? Karen D- I will see when it can be scheduled. Linda D- we would just need bullet points from IT.

Should we send this to Town Counsel Steve Riley as well? Meeting adjourned 7:07 P.M. Next meeting May 19th 2020 5:30 P.M.

Submitted by Marjorie Williams