

DIGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 19, 2020
6:00 PM

Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform. A recording of the meeting was aired on Comcast Local TV 9 and posted on the Town of Dighton YouTube Channel.

Call to Order Trustee Meeting Started at 6:02 with Zoom

Roll Call – Ron O’Connor, Chair; Alison Cembalisty, member; Eve Cabral, member; Jocelyn Tavares, library director

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Eve moved to approve the minutes of August 27 and September 10, 2020 minutes. Alison seconded. No further discussion.

Ron O’Connor: Aye

Eve Cabral: Aye

Alison Cembalisty: Aye

Motion carried. Minutes of August 27 and September 10 meetings are approved.

Old Business

- Eve moved to approve the Strategic Plan as drafted. Alison seconded. Discussion. Alison did have questions.
 - Alison asked if this was the final plan to be submitted. Jocelyn responded that once this plan was approved by the Board of Trustees it would be submitted to the Massachusetts Board of Library Commissioners (MBLC).
 - Alison mentioned it was difficult to read, especially differentiating between activities and objectives. Ron thought it was a good summary of discussions. Eve acknowledged it was wordy. Jocelyn explained this was the product presented by ESC. Alison’s issue seemed to be more format: too much information.
 - Ron reminded us that the activities were necessary from the planning process. He recommended a summary page of the goals to orient the reader of the high-level topics the library would focus on.
 - Ron mentioned we have two requirements. The approval process with the MBLC, and a public document.
 - Ron thought we could approve the document for the purpose of the MBLC and then create a patron friendly document from the content.
 - Amended citizens to residents in the mission statement to make the statement more inclusive.
- Discussion on the strategic plan has concluded. Return to the motion on the floor.
 - Ron O’Connor: Aye
 - Eve Cabral: Aye
 - Alison Cembalisty: AyeThis motion carries. The strategic plan has been approved.
- Library bills have consisted of library books and supplies. The library has been approved to increase the cap to \$1500 for spending. The library is still conservative in spending, but we are also required to spend materials. Ron asked about state aid requirements. There is a lot unknown due to no state budgets.

- Library Operations Updates:
 - All town buildings have been closed, but we are still doing curbside. Four people allowed in the building.
 - Started digital programming.
 - Lorie has continued with the make-and-take craft bags.
 - Britt has been doing outreach at Lincoln Village when the food bank is there.
 - Phyllis has continued working at Old Town Hall.
 - Jocelyn will apply for another grant: Library Transforming Communities Grant for Small and Rural Communities, worth up to \$3,000.
- The CARES Act federal grant did not come through. We did receive positive feedback, and there was a lot of competition for a few dollars. There was some critique. We did get the MBLC's digital learning CARES Grant and we have started work with Old Colony History Museum on digital programming.

New Business

- Discussed statistics. Online resources are getting used. Also discussed curbside numbers.
- Special Town Meeting article passed. A second egress and restroom will be built for the library so the library will be able to open again.
- Proposed to change the library schedule so that curbside is moved from Thursday night to Monday night. There is more traffic earlier in the week to see if that is able to accommodate more patrons. Thursdays have always been a slow night even when we were open.
- Clerical union, of which the library staff are a part of, they have the day after Thanksgiving off as part of the contract. The day before Thanksgiving is typically a short day. Eight am to noon is appropriate during curbside. Promote it as soon as possible. The contract gives the staff a half day on Christmas Eve. Christmas Day is on a Friday. Trustees authorized closing the Saturday after Christmas Day. Open the Saturday after New Year's Day. Christmas Eve is open to whatever employees decide during this pandemic year.
- With library being closed, Jocelyn does not feel like we are able to be in full control of the appropriate security of passport documents while at Old Town Hall. It is a non-issue as now all town buildings are closed to the public. Jocelyn will temporarily remove the library as a Passport Facility Center with the State Department.
- The library is still applying for the CPC Grant for upgrades to the building. We have been approved for eligibility to apply for the grant.
- Jocelyn proposes using the Library Zoom account to offer to the public as a way to have a Virtual Meeting Room. Reserve a meeting room through a request form. Former Town Administrator Aronstein worked with counsel to come up with a disclaimer form that explains limits of library in running a meeting.
- Through the Green Communities Grant, the library received new lighting and a new thermostat.
- Payment Authorization form needs signatures. It needs to be updated. It hasn't been updated because we have had a stable board for so long.
- Library Gifts. We have received gifts in memory of Paul Williams, a great friend of the library. We also received a gift from a little girl and her mom to buy children's ebooks.

Questions/Input

Friends

Personnel

- Table contract for director to future meeting.
- Clerical contract has been ratified.

Correspondence

Upcoming Programs

- Discussed upcoming Zoom programs.

Adjournment Eve moved to adjourn the meeting. Alison stepped down from role as chair to second.

Ron O'Connor: Aye

Eve Cabral: Aye

Alison Cembalisty: Aye

Motion carries. Meeting adjourned at 7:24.