

Friends of Boyden Library
Minutes of May Meeting
May 6, 2020

Present: Janice Rosado, David Crimmins, Bernadette Thie, Sue Collins, Sara Halton, Jennifer Linskey, Jen Ooi, Lesleyann Foster, Colleen McManus, Library Director Manny Leite, Children's Librarian Margi Rossetti, and Trustee Deb Stone.

Barbara Massey emailed everyone a thank you for the signed card and the gift card.

Janice Rosado called the meeting to order.

Minutes of March 4, 2020 were presented by **Sue Collins**. Jen O. made a motion to accept the Minutes; second by Colleen. Motion passed.

Treasurer's Report: Bernadette Thie presented the Monthly Treasurer's Report for **April and May:**

- We had 3 weeks of Book Shop sales before library closed
- Summer reading prizes have been paid for
- Received some memberships plus 1 company matched it (Thanks, Sara!)

Sue made a motion to accept, second by Dave. Motion passed.

Membership: Sara Halton reported:

- 7 new members in March , 2 in April
- 109 for the year (144 last year), perhaps Miss You letters won't be appropriate at this time

Newsletter: Dave Crimmins

- Newsletter went out at the end of April, thanks to Jen L for making it "sparkle"!
- Posted on the Library web

Book Sale: Lesleyann Foster

- Decided to cancel the Book Sale on April 13. Margi put notice in newspaper, will wait for a new date
- Bookfinder might be a good way to advertise Book Shop
- Maybe target audience: Teddy Bear Picnic for children's books, Farmers Market for adult books
- Small scale book sales for the summer and schedule something for the Fall
- Lesleyann signed up for Webinar: having a safe sale, how to handle, sort and sell books safely
- Manny will help with any information Lesleyann needs

Report from Library Director: Manny Leite

- Working on a phased reopening plan, no timetable
- Governor and Town Manager will mandate the procedures
- 1st phase, getting staff back, open book drops, curbside delivery
- 2nd phase, letting in a certain number of patrons at a time. Staff member has to be at the door. Everyone needs a mask.
- All meeting rooms and tutoring rooms closed until further notice, maybe July 1

- Has ordered plexiglass but there is a shortage. Lines have to be limited
- Hours for staff may be staggered.
- Programs are canceled for now, may not be scheduled until next spring
- All touched surfaces have to be disinfected
- Limit of 5 computers open to public and patrons have a limited amount of time
- Safety is paramount, no loitering
- Library has had a deep cleansing and will do that again before open to public
- Town Manager has frozen spending and hiring staff (no Young Adult Librarian)
- Working with the Board of Health. Will verify everything is right before opening.
- Have canisters of wipes and bottles of disinfectant available to public
- Staff wear gloves and masks (staff can supply themselves)
- Manny is worried if budget is cut drastically
- Some programs would probably have to be cut and have money going to necessities,
- Money targeted for performers could go to purchase books
- Manny does not want to rely on Friends and Trustees for money. Manny would like to purchase Kanopy, since free trial has been successful. Also would like to purchase Creativebug which offers online art & crafts classes for all ages. The Board agreed that Manny, Margi and Kathy should reallocate funds within their Friends budget to best accommodate the current needs of the library. Shift money from performers to internet services that are demand. Leave That up to Manny and Margie
- Manny thinks FY22 might be the worst
- Manny is very grateful for the Friends

Report from Children's Librarian: Margi Rossetti

- Safety and security for patrons, children and staff are most important
- Social distancing is hard for children, when waiting in line. We will strongly encourage one adult shopper per family to choose materials for their children.
- We will strongly encourage one adult shopper per family to choose materials for their children.
- Will encourage patrons to put books on hold so they can just pick up books and go
- Browse at a later date
- Toys, puzzles, etc. have been cleaned and stored away
- 3 computers available just for catalog use; computers for fun will be later
- Tables will be 6 feet apart; some chairs have been removed and spaced out
- New books will be displayed, might have bundles ready for children
- Inform teachers and Reading Specialists so they can inform parents of new regulations
- Lesleyann asked Margi to give her information to pass along to families
- Databases, encyclopedias and other resources that are available online
- Target kindergarteners to sign up for a library card, and 4th graders to have their own library card, get ready for Middle School
- Summer Programs will be digital. Margi would like to reallocate some monies where needed
- Overdrive circulation was 2,856 (usually 1,000)
- A lot of resources are posted on Facebook page

Trustee Report: Deb Stone

- Spinney Series will be discussed next week
- They meet next week, watching Town Manager's directive

Old Business:

- **Founders Day: Sue Collins** said that all activities have been canceled including Booth Playground activities

New Business:

- **On-Going Book Shop: Janice Rosado** Manny said we can sell books. Will have to be sanitized frequently. Perhaps limit sorters to stock our shelves

- **Ways to support the Community:**

Kathy Bell-Harney needs \$1,016 for hardcover books. Janice made a motion to give \$1,016 to purchase hardcover fiction books; second by Lesleyann. Motion passed

- **Overdrive: Janice Rosado** Buy Kanopy and Creativebug by reallocating funds within the Friends 2020 budget (i.e. from programs to online services).
- **Facebook: Jen L.** said if Manny or Margi want anything posted send her an email and she'll send it out

Action Items: Sue

1. No action items at this time

Adjourn: Colleen made a motion to adjourn; second by Lesleyann. Motion passed.

Next meeting – June 3, 2020 at 7:00 pm

Respectfully submitted: Sue Collins