

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held via teleconference call
March 19, 2020

PRESENT: **Via Phone:** Shannon Castille, Ann Canning,
John Higgins, Lisa Smyle and MaryPaul Yates
At library: Mickey Jervas
Library Director: Mark Makuc
Absent: No one

Meeting was called to order - 7:05pm.

AGENDA: Ann reminded us that we were meeting to discuss procedure for the library during the coronavirus pandemic and changes that have come about since we met ten days ago on March 9th.

DIRECTOR'S REPORT: At our March 9th meeting it was decided that we would take a day by day approach doing the best we could for our patrons. Staff would be present, only if they were comfortable doing so. We would await official notification from the MBLC and/or the state.

Things started happening quickly and within a few days of that meeting it was obvious that we would have to revisit our procedures. All events were cancelled. A state limit as to the number of people that could gather was imposed. However, libraries were exempt from this limit. Delivery of books via CWMars was been cancelled.

On Monday, March 16th, the Monterey Board of Health held a meeting which was attended by the Select Board, Police and Fire Chiefs and several others. The library was represented by Mark, Ann and Mickey. Jim Wilusz, Town Sanitary Inspector, advised all present about what was happening locally and statewide. Questions were asked and answered. In the end neither the Select Board nor the Board of Health imposed any restrictions on library operations, leaving the running of the library up to the director and trustees.

John Makuc, Board of Health Chair, had asked Mark how he would like to proceed.

Mark responded that:

1. We can wipe down the plastic covers of books with Clorox wipes. The virus apparently does not survive more than three days on paper surfaces.

2. A patron, who is a nurse, came in and thanked Mark for continuing to serve the community.
3. People are coming in to use computers, although most are bringing their own laptops while taking advantage of our wi-fi service.
4. Computers are sanitized with wipes.
5. Traffic has increased slightly over the normal for this time of year and what has been normal for this year.
6. In answer to a concern about supplies, Mark informed us that he had just received a shipment of wipes and hand sanitizer and so has plenty on hand.
7. Kenn has been appointed by the Select Board to direct procedures and be the contact person with various boards, groups and individuals.

At this time, Mason Library has curb side pick-up and some other libraries are making home deliveries.

There was an emergency meeting of the MBLC today [3/19]. A statement from them is expected within a day or two. They may ask Governor Baker to issue an order.

The trustees then started to discuss their thoughts and concerns. As to the level of operations that may be allowed the trustees ranged in opinions from having patrons call to order materials which could be distributed via the lockers outside the door or by home delivery, to absolutely closing the door with no materials leaving the premises, or to waiting for MBLC and/or state guidance.

Mark asked what happens to staff pay if the doors are locked and nothing was to be distributed. Lisa had seen on-line that at other libraries staff were working, if they were comfortable doing so, while locking the door to patrons. No one felt the staff should be penalized. Mark said that Kenn had agreed that the staff should continue to be paid for their normal work week even if told not to come in. Mark asked if Beth could continue to clean the library. He was asked if she had protective gear. Mark said that she did have gloves but not masks, which are not required.

When we were ready to formalize decisions Lisa advised us that since this was a teleconference meeting all motions

had to be voted on with a roll call. John was asked to word the motions.

First, John moved to close the library to the public until further notice. Shannon seconded the motion. The result of the roll call vote was six trustees in favor.

Second, John moved that we move the date of our next meeting up one week to April 6th. Lisa seconded the motion. Again the roll call vote was six in the affirmative.

As a final motion, John moved that the staff continue to be paid. MaryPaul seconded the motion, which again unanimously passed with a roll call vote.

Lisa thanked Mark for all his work this week dealing with this ever changing situation.

CHAIR'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: None

The meeting was adjourned at 8:25pm by motion made by MaryPaul and seconded by Shannon.

NEXT MEETING: Monday, April 6, 2020 7:00pm
Agenda - Status of coronavirus closings
Town Meeting Preparation
Building progress

Submitted by: Mickey Jervas, Secretary