

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR MAY 12, 2020

Present: Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, William Fleming, Katie Miller, Bill Wagner, Bob Thomson and Library Director Joanne Lamothe

Guests: Weston Memorial Fund Trustees – Geoff Lenk, Jon Hagenstein and Joe Maruca

The meeting was called to order at 7:01 p.m.

Review and Approval of Minutes from March 10, 2020 meeting

- TedS motioned to accept the March 10th minutes – BillW seconded – roll call

JoeR – aye
JeanieV – aye
ChristineB – aye
TedS – aye
BillF – aye
KatieM – aye
BillW – aye
BobT – aye
MarkW - aye

TOWN CLERK
TOWN OF SANDWICH
AUG 05 2020
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Report of Weston Fund Trustees

- Introduction of a new Weston Memorial Fund Trustee – Joe Maruca.
- The estate of Statia B. Powell has given the Weston Memorial Fund \$785,000 in cash and stock for the benefit of the Sandwich Public Library in memory of Elbert F. and Statia B. Powell.
- The cash and stock will become part of the principal held by the endowment fund.
- Income only may be distributed to the library.
- With the addition of the \$785,000, the fund balance now stands at approximately \$1,700,000 which is a 70% increase.
- Each year the Weston Fund provides the library with about \$29,000 in distributable income to help cover the purchase of materials and support its operations. With the added investments, the distributable income will increase to about \$37,000.



Director's Report

- Update on current operations –
 - Meeting with staff and other departments via Zoom.
 - Currently working on the expansion of virtual programming.
 - Because of the Covid19 pandemic, the business as usual summer programs and activities will have to be modified.
 - Looking into online products that can be offered during the summer including the summer reading program. (small book groups, meet the librarian, device advice)
 - Lauren Robinson continues her monthly book group.
 - Stu Parsons continues his story hours and backyard science.
 - Fortunate that there have been no furloughs to the staff.
 - Reopening Procedures –
 - Town plan mirrors State plan.
 - Phase I – continue working remotely with book drop closed. Informing the town what essentials will be needed inside the building in order to reopen safely with PPE and sneeze guards etc..
 - Phase II – limit the number of people inside the building both staff and patrons. Book drop will remain closed. No meetings or programs inside the library. No access to public computers, fax or copier.
 - Phase III – adjustments to social distancing. Make an appointment for reference assistance. Quarantine returned library materials (48 hours). Over 8,000 items are checked out. Due dates have been extended.
 - Phase IV – additional adjustments to social distancing.
- Update on renovation project –
 - 100% completion at design and development.
 - Estimated start of the construction is slated to begin in October.
 - Estimated completion date May 2021.
 - Seeking a one year lease for temporary housing for the library to use while the renovations are being done.

- Regarding the library's recertification, the Mass Board of Library Commissioners has informed all libraries that they have met the required hours open and materials expenditure for certification.
- Eversource would like to install a transformer in the area that would provide a service upgrade. The town and Eversource are looking at the library grounds as a potential location. It would be near the dumpster in the back of the library. Eversource would install electrical vehicle charging stations in the parking lot.
- JoanneL has been elected as the president of the Mass Library Association. The May conference has been canceled. A mini virtual conference will be held in June.

Chairperson's Report

- Press release – \$785,000 bequeath from the Estate of Statia B. Powell and her husband Elbert F. Powell.
- Reconnect with the Friends of the Library and the Friends of the Sandwich Town Archives.

New Business


- June's Trustees meeting will be held via Zoom.

BillF motioned to adjourn – TedS seconded – roll call

JoeR – aye
 JeanieV – aye
 ChristineB – aye
 TedS – aye
 BillF – aye
 KatieM – aye
 BillW – aye
 BobT – aye
 MarkW - aye

Meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Melinda Aguiar