

MINUTES

CHILMARK FREE PUBLIC LIBRARY TRUSTEES' MEETING APRIL 14, 2022

Present: Trustees Candy Shweder (Chair), Janet Weidner and Jane Kaplan; Library Director Ebba Hierta; and Library Assistant Director/Youth Services Librarian Caroline Drogin.

Meeting called to order at 11:02 a.m. via Zoom.

Minutes: The minutes of the March 10, 2022 Board of Trustees' Meeting were moved, seconded and unanimously approved as amended.

Financial reports: No new financial reports are available, but the Director knows that the budget is in good shape.

Communications: The Director spoke with the Assistant Superintendent of Schools. The Director would like to schedule a meeting between her, either the Superintendent or Assistant Superintendent, the Principal of the Chilmark School and the chair or another representative of the Library's Board of Trustees to discuss matters between the School and the library. The Assistant said that the School is looking for a whole community meeting, including the members of the Up-Island Regional School Committee. The Director feels that such a large meeting would not be conducive to constructive communication. The Director asked what issues the School wanted to discuss and how such a meeting would be chaired, but was given no information.

The Director heard from three patrons of the West Tisbury library saying that they were glad that the Chilmark Library had a masking policy, that they did not feel comfortable going the West Tisbury library where masks are not required, and that they would start coming to the Chilmark library instead. She also received communications of support from Chilmark patrons concerning the masking policy.

Director's report: The circulation figures are holding up. E-book circulation has increased, while inhouse circulation has decreased, a trend that is typical of libraries on the Island and the Cape.

There has been great program attendance, even though via Zoom.

The Library patio might be utilized this summer for programming when the weather is nice. Some umbrellas have been purchased for that purpose. It is hoped that in person programming will be possible this summer.

The Friends' annual appeal letter is ready to be mailed.

New business: Caroline Drogin has completed her six-month new employee probation period as Assistant Director/Youth Services Librarian very successfully. She has taken a number of workshops and webinars and has been responsible for a lot of new ideas. The Board moved, seconded and unanimously voted to appoint her as a permanent employee.

The Clams Participating Member Agreement for Provision of Automated Library Services needs to be amended because Clams staff are now working remotely and using cloud storage. This will reduce member costs. The proposed amendment, as well as the prior Agreement were reviewed. Any questions that we may have regarding the proposed amendment must be submitted to Clams by April 25. Trustee Jane Kaplan noted several instances where the proposed amendment contained references to section numbers of the prior agreement that had been changed in the amended version, and therefore needed to be corrected. The Board moved, seconded and unanimously voted to empower the

Director to sign the amended Agreement with the noted corrections. The Director will notify Clams of the needed changes.

The Director has hired two Oak Bluffs library circulation staffers, including their head of circulation, to work most Mondays this summer. The Director can work most Mondays. As they will also be working five days at the Oak Bluffs library, the summer Monday schedule will be made slightly shorter than in the past, running from June 20 to August 15, so that they do not burn out. This schedule will cover the period during which the Community Center camp is in operation. Mondays have been offered in the summer to provide parents of campers a place to be while their children are attending the camp. A qualified applicant for extra summer hour staffing has also verbally agreed to work this summer. She is a Chilmark resident and frequent library patron looking for part time work, and has customer service and some technical experience. She would also be interested in continuing in some part time and/or substitute capacity in the off-season.

Additionally, a summer Chilmark resident who is a school librarian and will be on the Island in July and has offered to volunteer that month for 6 hours a week a couple of mornings, while her children attend the Community Center camp. She will be placed on staff so that she will be able to access the computers.

Old business: Chilmark recognizes Juneteenth as a holiday. The Library will recognize it on Saturday, June 18, as the Library is closed Sunday. The Library will be open Monday, June 20. For the July 4 holiday, the Library will be closed Monday, July 4, and Tuesday, July 5.

The Trustees discussed the Director's masking policy proposal dated April 14, 2022 and moved, seconded and unanimously voted to approve the policy. It provides flexibility to respond quickly to changes in the number of reported covid cases, and is tied to a benchmark set by Island boards of health that raise our community Covid risk level. It is a hybrid policy that calls for mandatory masking in areas and situations of high risk, but when conditions are favorable, for optional masking in other areas and situations. The Director will monitor weekly case counts.

Unanticipated business: Rodney Bunker has retired as maintenance supervisor of Town buildings. He did a wonderful job of maintaining the Library and saving it money. His position has not yet been filled. He left the Director with a list of people to contact should there be problems, but not with a calendar of things to be done.

The next meeting was scheduled for May 12, 2022 at 11:00 a.m. The meeting was adjourned at 11:52 a.m.

Documents:

Agenda for Trustees' Meeting Thursday, April 14, 2022

Minutes from Trustees' Meeting, March 10, 2022

Library Director's Report to the Trustees - April 14, 2022

Proposed Amended and Restated Participating Member Agreement for Provision by Clams of Automated Library Services

Amended and Restated Participating Member Agreement for Provision by Clams of Automated Library Services to Chilmark Free Public Library dated July 1, 2019

Proposed masking policy dated April 14, 2022.