

MINUTES

CHILMARK FREE PUBLIC LIBRARY TRUSTEES' MEETING NOVEMBER 18, 2021

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

Meeting called to order at 11:04 a.m. via Zoom.

Minutes: The minutes of the October 13, 2021 Board of Trustees' Meeting were moved, seconded and unanimously approved as amended.

Financial reports: The budget is tracking well. The salary lines will probably have some surplus at the end of the year.

Communications: A patron expressed discontent that there still are some COVID protocols in place requiring appointments for use of the children's room at certain times. It was explained to the patron that young children cannot be vaccinated or may not be able to wear masks, and that there should be a time when such children can safely use the room. If nobody is in the children's room during such time slots, anyone else can go in.

Director's report: Chilmark Library has the highest digital circulation as a percentage of total circulation of any Island library. West Tisbury has the highest total circulation, but the lowest digital circulation as a percentage of its total. Chilmark made a concerted effort to beef up its digital circulation during the pandemic. In October, half of the items in circulation were self-checked out.

Program attendance has continued to be good even though programs are attended via Zoom.

In the first week of December, the Library will begin a month-long book sale, with the same price structure as has been used in the past. Due to COVID, the Library hasn't had the storage room to accept book donations for the sale, so the sale items will consist entirely of Library materials weeded out to make room for new materials.

Some members of the public don't realize that the Library is open.

New business: Caroline Drogin, Assistant Librarian/Youth Services Librarian, has offered to set up appointments on Thursdays from 10:30 a.m. to 2:30 p.m. to provide any kind of technical help to patrons to encourage people to resume use of the Library.

The Library will close at 1:30 p.m. on the Wednesday before Thanksgiving and will return to its normal schedule on Friday.

All of the Island Boards of Health have determined that it is too soon to lift the indoor mask mandate. The mandate will be reviewed again in January.

A first half State Aid award of \$1,839 was given to the Library. In the spring, after an evaluation of funding sources, a second half award should be given. The award will go into rainy day funds as the Library building is eighteen years old. The award is in the same range as in past years where annually the Library has typically received \$3,600 to \$3,800.

Old business: Walk in hours have been established for afternoons in the children's room. The Library is in the process of reclaiming the meeting room from its use during the pandemic to sequester circulating materials. This will enable the Library to resume the children's reading hours as well as some adult

programming there, if conditions permit. If children's reading hours were conducted in the children's room, the room would not be available for use by others at those times.

A sign was posted at Town Meeting that the Library is open.

The School library program has begun. The conditions are quite difficult. Susan Bernard, the School library teacher, has been doing well and cooperation between her and Caroline has been good. The children come to the Library and have a half hour lesson with the library teacher. The smaller classes come to the Library on their own, while larger classes are split, so that half the class comes every other week. We need to take a hard look at the sustainability of this program. If the Town considers space needs for the School, thought should be given to the School having its own library space.

The Human Resources Committee has approved the Adult Programming and Public Relations Coordinator position job description and upgraded it from step 5 to step 6, which is more in line with such positions in other Island libraries. It next has to be approved by the Selectmen. The position would cost less than \$3,000 for the rest of the year and could be covered by existing funds. Additionally, the Library has extra funds from the replacement of a position at step 3 previously filled by a person at step 5. The Director would like to add a permanent circulation position for Fridays when Caroline is booked and cannot help out with circulation. Fridays are currently covered by the circulation staff, but if a staff member is sick, on vacation, or otherwise out, the Library is shorthanded, and it is very hard to get substitutes.

The next meeting was scheduled for December 16, 2021 at 11:00 a.m. at which time the proposed new budget will be considered. The Meeting was adjourned at 11:37.

Documents:

Agenda For Trustees' Meeting November 18, 2021

Minutes from Trustees' Meeting October 13, 2021

FY 2022 Budget to Actual from 7/1/2021 through 10/31/2021

Library Director's Report To The Trustees - November 18, 2021