

**DIGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 10, 2020
6:00 PM**

Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform. A recording of the meeting was aired on Comcast Local TV 9 and posted on the Town of Dighton YouTube Channel.

Call to Order Trustee Meeting Started at 6:11 with Zoom

Roll Call – Alison Cembalisty, Ron O’Connor, Jocelyn Tavares

Ron O’Connor called the meeting to order with a statement regarding the Zoom conferencing platform.

Jocelyn Tavares introduced meeting participants: Ron O’Connor, Chair of Library Trustees; Alison Cembalisty, Library Trustee; Jocelyn Tavares, Director of Dighton Public Library; and Zach Lapointe, President of the Friends of the Dighton Public Library.

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Alison moved to table approval of the minutes of August 27, 2020. Ron stepped out of role as chair to second. No further discussion.

Alison: Yes vote

Ron: Yes vote

Motion carried. Minutes will be approved at a later meeting.

Old Business

- The approval of the strategic plan tabled for a full board.
- There was discussion of subscription renewals at October 1. The town has new procedures for spending when there are certain monetary limits. Up to a certain threshold requires a requisition form; above that amount requires an approval from the Board of Selectmen. The digital subscriptions require Board of Selectmen approval.
 - We have already discussed the digital magazines during the August meeting. The second subscription was the streaming platform: Acorn TV, Indieflix, Qello and The Great Courses. Fold3 is a genealogical research platform. These items were submitted to the Board of Selectmen for approval last evening. Department heads learned today there was a tweak to the spending procedures from last night’s meeting.
- Library Operations Updates:
 - We learned today that work would be done at the library next week as part of a Green Communities grant.
 - Still waiting for computer furniture to be delivered at Old Town Hall. Town Administrator has been in touch with supplier to try to get a delivery estimate.
 - Planning to meet in person for afternoon book group and via zoom for evening book group.
 - Meeting with area libraries for collaborative programming to share digital programming ideas.
 - Researching using our Zoom subscription for meeting room use.
 - Ron asked about adding hot spots to the collection; waiting on the hear on the federal grant application results. Expected to hear approval or non-approval in

August, but will actually hear results in September. We were told we were one of 1,600 entities that applied.

New Business

- Statistics are for curbside checkouts in August. We saw an increase from July, but down from other years. We've been looking at the time patterns of when patrons are using the library. When we first started, we saw heavier usage in the morning. Wondering where the patterns will trend when school started. Maybe this is the time to look at hours of operation. Have more morning hours, but adjustments should be made. We still need to be open at night. Mobile app is getting used, especially in placing holds. Wireless usage has dipped, but still used from parking lot. Hoopla and ebooks, freegal downloadable music, Acorn TV are still biggest performers. Send the statistics documents to the Trustees.
- Lorie did a lot of work on researching digitizing storytimes and copyright restrictions. She compiled the list of storytimes she performed and the number of views. She received almost 1200 views on the Dighton Youth-Facebook page, from March to a little after June. One story got over 500 views. She also received the town's Big Cheese award.
- Alison asked about library cards and how you can get them while libraries are closed. Jocelyn explained about our online application forms and the SAILS online card that you can use instantaneously at home. Also explained the D-R English classes push for library cards.
- ARIS & State Aid due at the same time. ARIS is complete and ready for signature. State Aid is almost done.
- Payment Authorization Form: We need to fill in an updated form for the Town.
- Realm Study Phase 4 results determined that when library materials are stacked, the virus stays on the materials for six days. However, the amount of virus decreases. We don't know how much virus is needed to make people sick. These experiments are conducted in "ideal" conditions. We quarantine for a week.

Questions/Input Friends

- Zach Lapointe gave report. Douglicious fundraiser on September 15. Friends are still meeting regularly, but virtually. They will be focusing on by-law revisions. The Friends helped fund Lorie's takehome crafts. They are also working on Scrip fundraiser and how it could work with the library being closed. They are planning a shed cleanup so the library can take it over for storage. October Annual meeting will attempt a hybrid meeting in-person at Old Town Hall and via zoom. Lastly, the Friends voted to purchase Old Sturbridge Village pass.

Personnel

- Sent basic draft of Library Director contract along to trustees and Town Administrator to look along. Just memorialize what is happening now and added a few standard clauses.
- Clerical contract still under negotiation. Library staff are party to that contract. Nothing approved. Process continues.

Correspondence

Upcoming Programs

- Book groups started with regular members.

Adjournment Alison moved to adjourn the meeting. Ron stepped down from role as chair to second.

Alison: Yes

Ron: Yes

Meeting adjourned at 6:53.