

SAWYER FREE LIBRARY BOARD OF TRUSTEES

Tuesday, June 23, 2020, 5:30 pm

Via ZOOM: <https://us02web.zoom.us/j/83572487107>

Attendance: Fran Aliberte, Anne-Marie Anderson (joined at 5:48), Peter Brau, Jason Brisbois, Fred Cowan, John Day, Peter Feinstein (joined at 5:49), Neil Glickstein, Joe Grella, Priscilla Malboeuf, Melanie Murray-Brown, Simon Paddock, Joann Riley, Mern Sibley, Library Director Deborah Kelsey, and guests John Brennan and Meredith Fine

Not Present: James Pope, Marsha Sloane

1. 5:36 Call to order
2. Welcome and introductions. This meeting is being recorded.
3. Approval of the May 26, 2020 minutes. Fran moved to approve the minutes as presented. Simon seconded and, with Fred and Melanie abstaining, the minutes were approved via roll call.
4. Orientation of new trustees and the Secretary's new role – Anne-Marie
 - a. Tabled for next month.
5. Financial
 - a. Treasurer's report – Joe Grella
 - i. Deborah provided details about expenses related to opening after the pandemic shutdown. We have significantly underspent the year's budget. Investments are holding fairly steady even with downturns in the market and a withdrawal earlier in the year. Fred moved to approve the Treasurer's Report. Peter B seconded and the report was approved via roll call.
 - ii. Bookkeeper Mary-Kathryn Gray is resigning as of the end of July. Please let Joe know if you know someone who can fill that role.
 - b. Insurance Coverage for Corporation and Trustees – Fran
 - i. Fran researched our current D&O and liability coverage; general liability is covered by the City. He suggests raising coverage from \$1million to \$2million at a cost of ~\$300/year. Fred moved to increase coverage. Fran seconded and the motion was approved via roll call. The Board thanked Fran for doing the research.

6. Discussion and Action

- a. Air Handling Improvements Contract – Fred
 - i. The Building & Grounds Committee suggests hiring Environmental Health & Engineering, Inc. (EH&E) to conduct an air quality survey at a cost of \$7,500. The group discussed pros and cons of conducting the survey, the need for City/State standards for re-opening the building, and the best practice for moving forward. Peter moved to approve Fred’s request to fund the survey at a cost not to exceed \$7,500 and Simon seconded. With Joe and Priscilla voting against the motion was approved via roll call.
- b. Proposed Bylaws change to allow mail-in voting by Corporators – Priscilla
 - i. Priscilla recommends adding the following language to Section 3.1.c of the Bylaws: “Any Corporator unable to attend such annual meeting in person may cast their vote by mail in accordance with the rules promulgated by the Board of Trustees.” Fred moved to approve the change. Anne-Marie seconded and the motion was approved via roll call.
- c. Antiracism Statement from Board and Staff (see attached). Mern drafted a statement with feedback from Trustees. With help from Helen Freeman, Beth Pocock provided a list of suggested reading. Fred moved to approve the statement as written and Fran seconded. After brief discussion about wording Fred rephrased his motion to approve the statement as amended. Anne-Marie seconded and the statement was approved via roll call. Staff and Trustees would like to see the document in action through programming and information on the SFL website.
- d. Request for Funds from Sawyer Library Foundation, Inc. – Meredith Fine
 - i. Simon moved to approve the Foundation’s grant funding request. Fran seconded. Discussion ensued about the work to be covered by Library Strategies and details of the request. Joe abstained and the motion was approved via roll call.

7. Updates

- a. Corporate Communications – Fran Aliberte
 - i. We are working on a promotion with Backyard Growers.
- b. Friends – John Day
 - i. The Friends have decided to postpone the annual art auction until next spring.
- c. Mass. Board of Library Commissioners (MBLC) meeting – Mern Sibley
 - i. Mern thanked Peter F for writing a statement re: timelines for MBLC funding and his attempts to negotiate with MBLC.
- d. Deborah’s farewell. Past Presidents Meredith Fine and John Brennan thanked Deborah for her years of service and talked about all the gifts she brought to SFL.

Trustees joined in to thank her and express what her efforts have meant to them and to the Library.

8. Next Meeting: Tuesday, July 28, 2020 at 5:30 PM

9. 7:15 Adjourn

Respectfully submitted, Tracy Bowen

Motions Summary

Fred moved to approve the Treasurer's Report. Peter B seconded and the report was approved via roll call.

Fred moved to increase insurance liability coverage from \$1million to \$2million. Fran seconded and the motion was approved via roll call.

Peter moved to approve Fred's request to fund an air quality survey by Environmental Health & Engineering, Inc. at a cost not to exceed \$7,500 and Simon seconded. With Joe and Priscilla voting against the motion was approved via roll call.

Fred moved to approve a change in the Bylaws to allow for voting by mail. Anne-Marie seconded and the motion was approved via roll call.

Fred moved to approve the anti-racism statement as written and Fran seconded. After brief discussion about wording Fred rephrased his motion to approve the statement as amended. Anne-Marie seconded and the statement was approved via roll call.

Simon moved to approve the Foundation's grant funding request. Fran seconded. Joe abstained and the motion was approved via roll call.

Actions Summary

Bookkeeper Mary-Kathryn Gray is resigning as of the end of July. Please let Joe know if you know someone who can fill that role.

Working against Racism

The recent killing of George Floyd has outraged communities across our country – including here in Gloucester. Responding to this appalling act, and mindful of the pervasive racism in our country, people in Gloucester and around Cape Ann are speaking out, sending the message that racism is hate, and is unacceptable anywhere.

The Sawyer Free Library staff and our Library Board support all those working to end systemic racism, inequality, and other barriers that limit opportunity within our city and our country. The Sawyer Free Library welcomes everyone, and is dedicated to fostering an active and inclusive community.

The following are just some of the resources available at our library to help us all understand the history and the current state of racism in the United States, and to enable us to work more effectively to end racial injustice.

Antiracism Books for Adults

Nonfiction

1919, by Eve L. Ewing

Between the World and Me, by Ta-Nehisi Coates

Breathe: A Letter to My Sons, by Imani Perry

Citizen: An American Lyric, by Claudia Rankine

Democracy in Black: How Race Still Enslaves the American Soul, by Eddie S. Glaude

Excessive Use of Force: One Mother's Struggle against Police Brutality and Misconduct, by Loretta A. Prater

How to Be an Antiracist, by Ibram X. Kendi

How We Fight White Supremacy, edited by Akiba Solomon and Kenrya Rankin

Me and White Supremacy: Combat Racism, Change the World, and Become a Good Ancestor, by Layla F. Saad

Monument: Poems, New and Selected, by Natasha Trethewey

Our Black Sons Matter: Mothers Talk about Fears, Sorrows, and Hopes, edited by George Yancy and others

Rest in Power: The Enduring Life of Trayvon Martin, by Sybrina Fulton and Tracy Martin

Stamped from the Beginning: The Definitive History of Racist Ideas in America, by Ibram X. Kendi

This Stops Today: Eric Garner's Mother Seeks Justice after Losing Her Son, by Gwen Carr and Dave Smitherman

The Toni Morrison Book Club, by Juda Bennett and others

Unapologetic: A Black, Queer, and Feminist Mandate for Radical Movements, by Charlene A. Carruthers

Wandering in Strange Lands: A Daughter of the Great Migration Reclaims Her Roots, by

Morgan Jerkins

The Warmth of Other Suns: The Epic Story of America's Great Migration, by Isabel Wilkerson

We Were Eight Years in Power: An American Tragedy, by Ta-Nehisi Coates

When They Call You a Terrorist: A Black Lives Matter Memoir, by Patrisse Khan-Cullors and asha bandele

Writings on the Wall: Searching for a New Equality beyond Black and White, by Kareem Abdul-Jabbar and Raymond Obstfeld

Fiction

The Deep, by Rivers Solomon and others

Home, by Toni Morrison

Hitting a Straight Lick with a Crooked Stick: Stories from the Harlem Renaissance, by Zora Neale Hurston

How Long 'Til Black Future Month? by N. K. Jemisin

The Impeachment of Abraham Lincoln, by Stephen L. Carter

The Nickel Boys, by Colson Whitehead

The Seven League Boots, by Albert Murray

Sing, Unburied, Sing, by Jesmyn Ward

Some Sing, Some Cry, by Ntozake Shange and Ifa Bayeza

Speaking of Summer, by Kalisha Buckhanon

Song of the Shank, by Jeffery Renard Allen

An Unconditional Freedom, by Alyssa Cole

The Water Dancer, by Ta-Nehisi Coates

We Cast a Shadow, by Maurice Carlos Ruffin

Antiracism Books for Youth

Older Readers

All the Days Past, All the Days to Come, by Mildred D. Taylor
Amazons, Abolitionists, and Activists: A Graphic History of Women’s Fight for Their Rights, by Mikki Kendall and illustrated by A. D’Amico
Felix Ever After, by Kacen Callender
Black Enough: Stories of Being Young & Black in America, edited by Ibi Zoboi
The Impact of Slavery in America, by Duchess Harris and Gail Radley
Just Mercy (Adapted for Young People), by Bryan Stevenson
Light It Up, by Kekla Magoon
Pet, by Akwaeke Emezi
A Phoenix First Must Burn, edited by Patrice Caldwell
Stamped: Racism, Antiracism, and You, by Jason Reynolds and Ibram X. Kendi
This Book is Anti-Racist: 20 Lessons on How to Wake Up, Take Action, and Do the Work, by Tiffany Jewell and illustrated by Aurélia Durand
Tyler Johnson was Here, by Jay Coles
The Voting Booth, by Brandy Colbert

Middle Grade

Black Brother, Black Brother, by Jewell Parker Rhodes
Blended, by Sharon Draper
Can I Touch Your Hair? Poems of Race, Mistakes, and Friendships, by Irene Latham and Charles Waters, and illustrated by Sean Qualls
For Black Girls like Me, by Mariama J. Lockington
From the Desk of Zoe Washington, by Janae Marks
Genesis Begins Again, by Alicia D. Williams
A Good Kind of Trouble, by Lise Moore Ramée
Lifting as We Climb: Black Women’s Battle for the Ballot Box, by Evette Dionne
Memphis, Martin, and the Mountaintop, by Alice Faye Duncan and illustrated by R. Gregory Christie
The Only Black Girls in Town, by Brandy Colbert
Woke: A Young Poet’s Call to Justice, by Mahogany L. Browne, Elizabeth Acevedo, and Olivia Gatwood, and illustrated by Theodore Taylor III

Young Readers

Bedtime Bonnet, by Nancy Redd and illustrated by Nneka Myers
Boonoonoonous Hair, by Olive Senior and illustrated by Laura James
Cool Cuts, by Mechal Renee Roe and illustrated by the author
Hair Love, by Matthew A. Cherry and illustrated by Vashti Harrison
I Got Next, by Daria Peoples-Riley and illustrated by the author
IntersectionAllies: We Make Room for All, by Chelsea Johnson, LaToya Council, and Carolyn Choi, and illustrated by Ashley Seil Smith

My Mommy Medicine, by Edwidge Danticat and illustrated by Shannon Wright
Saturday, by Oge Mora and illustrated by the author
Sing a Song: How 'Lift Every Voice and Sing' Inspired Generations, by Kelly Starling Lyons and illustrated by Keith Mallett
Sulwe, by Lupita Nyong'o and illustrated by Vashti Harrison
Thank You, Omu! by Oge Mora and illustrated by the author
The Undefeated, by Kwame Alexander and illustrated by Kadir Nelson
Who Will You Be? by Andrea Pippins and illustrated by the author
What Is Given from the Heart, by Patricia C. McKissack and illustrated by April Harrison
You Matter, by Christian Robinson and illustrated by the author

Sawyer Free Library Highlights

June 23, 2020

Building & Grounds:

Monell Building - Children's Room

- Relocation of collections, shelving and furniture, painting, and installation of carpeting and shelving is in process.
 - Children's staff have been weeding the collections.
 - Archival items in the room are being protected by the Children's and Local History staff.

Monell Building – Restrooms

- Rob Gulla, architect measured the space last week prior to finalizing the construction drawings. Next steps are obtaining a building permit and scheduling the work.

Ventilation and A/C

- Contract with EH&E, an industrial hygiene company focused on health and environment associated with buildings, to evaluate the existing ventilation and air conditioning systems and determine best ways to minimize the transmission of virus. Generally, air handling systems are not as important a vector for direct transmission of the virus.

Fire Suppression

- MetroSwift repaired air leak that caused the compressor to run frequently.

Grounds

- Irrigation system has been turned on.
- Landscaping and weeding work has begun.
- Children's garden has been planted.

Collaborations:

Census 2020

- Met with J Destino, J Senos, VKrawczyk, B Pocock and John Guilfoil Public Relations staff to identify some ways to increase participation in Ward II, III, V – precinct 1
- C Armstrong and T Davis are working to devise a campaign to augment the city's efforts.

Collections & Services:

Local History – J Linsky

- Researching and responding to local history queries.
- Developing Gloucester Trivia
- Planning a tutorial on Research Companion for students.

Readers' Advisory – J Santomauro

- Personalized reading recommendations has been very popular.

Teens – J Santomauro & J Dunajski

- Working with LEAP and GHS to set up paid virtual internships with the library Jul 6-Aug 14. Would like to increase to 5 or 6 interns, but would need to figure out how to pay all interns equally.

Outreach – C Williams

- Distributing flyers about services to the Gloucester Housing Authority, Gloucester Healthcare, Seacoast Nursing and Rehabilitation Center, Council on Aging, Senior Care for Meals on Wheels, Essex County Creates, Open Door, Action, Grace Center, and *Cape Ann Beacon*
- Delivering materials to homebound residents.
- Issuing local use only library cards via an online registration form.

Technology – S Lajoie

- Chromebooks and hotspots configured for short-term borrowing.

Promotions & Corporate Communications:

- Social media team has been working to keep the public engaged during this time.
- Both the *Cape Ann Beacon* and *Gloucester Daily Times* featured the services being offered during the library's phased reopening and M Sibley assuming the presidency of the board of trustees.

Programs:

- Children's Programs on the Library's YouTube Channel are created by the talented staff on a weekly basis.
- Poetry without Paper submissions have been judged. Winners will be announced shortly.
- Summer Reading program will launch this week.
- LSTA Grant: Library as Civic Hub: Managed by B Pocock

Staff:

- All staff completing Conflict of Interest training.
- K Lauderdale returned to work halftime; continued on FMLA halftime.
- L Vilahomat will return to work the first full week in July.
- D Kelsey's last day is June 26th.
- LSTA Social Infrastructure Grant specifically earmarked to provide Mental Health First Aid Training for the library staff.
 - The day-long training was scheduled for the end of March. It will be rescheduled before the end of September.
- MK Gray has resigned. She will continue as bookkeeper for the library corporation through the FY20 audit.

Technology:

City IT is completing configuring and setting up additional laptops with docking stations and monitors for rest of the staff.

Other:

COVID-19

- MA Safety Standards for libraries were issued Monday, June 8th.
<https://www.mass.gov/info-details/safety-standards-and-checklist-libraries>

- Libraries must establish procedures for patrons to check out materials prior to arriving at the library for curbside or circulation desk pickup. Patron entry to the library should be limited to circulation desk pickup only. (*No library patron will have access inside the library building.*)
- Libraries should reduce operating hours to allow for on-going off-hour sanitation and cleaning.
- Close all seating areas and prohibit the use of public computers, printers, and other shared technology. (*Chromebooks are being offered for single use, one time per day, followed by sanitization and air drying.*)
- If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH.
- Once returned, remove books from service for 24 hours (*Current quarantine is 9 days.*)
- There have been concerns about some of the guidance for offices that included keeping a log of borrowers returning items. This is not included in the sector specific guidance for libraries. Libraries should not keep patron logs for contact tracing purposes, according to the MBLC. (*A log of users of services, name, date, and time, but not specific items borrowed, is being kept for contact tracing purposes.*) https://mblc.state.ma.us/mblc_blog/2020/06/17/contact-tracing-and-libraries/
- City of Gloucester Coronavirus Response Reopening Plan for City Offices and Essential Services 2020 and COVID-19 Prevention Plan for All City Offices disseminated June 8th.
 - DPW will schedule a contractor to sanitize/disinfect buildings prior to reopening to the public; schedules recurring spraying during the fiscal year.
 - DPW will schedule disinfectant/sanitizing/cleaning training for all custodians, develops and trains on maintaining new cleaning schedule/logs.
 - Water coolers closed and off limits for use.
 - Break/lunch rooms closed.
 - Elevator occupancy to one person at a time.
 - Staff must self-certify wellness prior to coming to work.
 - Members of the public, delivery people, and visitors are prohibited whenever possible.
 - Maintain visitors log for contact tracing.
- Plans for reopening have been revised, augmented, and implemented Monday, June 8th. The Department of Public Health Director and Human Resources Director approved the plan prior to activation of additional services to the public, i.e. curbside pickup, home delivery, and curbside technology.

- Services cannot be limited to local residents only. The services must be provided to everyone, regardless of where they live, as long as they reside in a municipality certified in the State Aid to Public Libraries Program.
- Offering services outside of the library building does not constitute hours open to the public according to the MBLC.
- All staff completed mandatory training to watch 3 short training videos <https://www.mass.gov/info-details/covid-19-prevention-and-treatment>
 - Stop the Spread of Germs
 - Help Prevent COVID-19 with Social Distancing
 - How to Safely Cover Your Face Outside of Home.
- Staff who are continuing to telework completed and signed telecommuting agreements.

FY21 Budget:

- Budget request to the City was approved by City Council on June 17th.
 - Personal Services: \$1,004,183 (17 fulltime staff)
 - Ordinary Maintenance \$199,273 (materials & network membership)
 - Unknown if full custodian coverage for the library, 2 FTE custodians, was funded through the DPW budget request.
- Note: all libraries in municipalities participating in the Massachusetts Public Library Construction Program, including all projects on the waiting list, must maintain continuous certification in the MBLC's State Aid to Public Libraries Program until projects are completed and all contracts are closed.
 - From 605 CMR 6.05 (1)(b)(4)
 - From 605 CMR 6.05 (2)(e)

Sawyer Library Foundation:

- Contributed to the development of the case statement – B Pocock, L Bosselman, D Kelsey, P Feinstein
- Requested stories about the impact of the library from staff.

Respectfully submitted,

Deborah Kelsey, Library Director