

**Newburyport Public Library  
Board of Directors  
Minutes Virtual Meeting  
April 21, 2021**

**Call to Order**

The meeting was called to order at 5:19 pm by Ms. Valeriani. Roll call was taken. No additional participants were in attendance.

**Present:** Kathy Carey, James Connolly, Marcia Edson, Councilor Jared Eigerman, Gary Gorski, Christian Hansen, Steve Moore, Susan Shefte, and Elizabeth Valeriani.

Giselle Stevens, Head Librarian, and Sara Kelso, Assistant Head Librarian and Acting Recording Secretary.

**Absent:** Mayor Holaday, Sarah Holden, and Sarah Spalding.

**Public Comments:** None.

**Approval of Minutes**

The minutes of the March 17, 2021 virtual meeting were unanimously approved.

**Next Meeting**

The next board meeting will take place May 19, 2021. Virtual meetings will continue until further notice.

**Head Librarian Report**

**Library Story**

Ms. Stevens shared a few recent quotes from patron emails, including:

*"Thank you for everything you've done over the past year to provide entertainment safely."*

*"What a great way to start my morning (referring to book bundles)"*

*The library is a healing place. I'll be back soon. You're doing the emotional work of resuscitating life back into our community. Thank you."*

*"I really like the cautionary procedures you have in place."*

### **Budget**

Ms. Stevens is scheduled for the proposed 2021-22 (FY22) library municipal budget workshop with the City Council Budget and Finance Committee on May 20, 2021. The proposed library budget meets the municipal appropriation requirement (MAR) and the minimum materials expenditure requirement set by the Massachusetts Board of Library Commissioners (MBLC).

The second state aid payment of \$14,969.62 has been received for a total 2020-2021 (FY21) state aid award of \$29,925.30.

### **Building and Grounds**

Wall repair and painting in the third floor loft area is complete.

Lighting in the teen area has been replaced.

The \$68,700 grant-funded lighting project is complete. The library will submit a request for additional lighting replacement to be included in the fall Green Communities grant application.

The phone system equipment and software have been upgraded and installed.

Building HVAC controls, network equipment, and software have been upgraded and installed.

The broken window in the program room has been replaced. Graffiti was found on the Prince Place portico steps. Ms. Stevens is exploring outdoor camera options.

### **Personnel**

The open Adult and Reference Services Staff Librarian position has been posted. Applications will be accepted until May 1, 2021, and interviews will take place in early May, with a tentative start date of June 1, 2021.

Lynn Marks, Head of Borrower Services and Circulation, has announced her impending retirement in early July 2021. The position will be posted and filled this summer.

### **Policy**

There were no policies to be reviewed this month.

### **Friends of the Library**

The Friends will hold a small outdoor pop-up book sale under the tent at the Senior Center on June 15, 2021. The tentative May 2021 date has been cancelled because of

the ongoing vaccine clinic at the Senior Community Center during the month of May. The Friends will not be collecting donations from the public for this sale.

The Friends are launching a quarterly online newsletter next month.

### **Old Business**

#### **New Website Project**

The new website project is currently in the design phase, and the library website team is providing feedback to the website vendor. The estimated launch date for the new website is tentatively scheduled for early June.

#### **Board Biographies**

Ms. Stevens discussed a draft template for library board biographies. Board members will submit a short biographical entry that includes name, term of service, educational and professional background, civic engagement, an optional photo, and a comment on their involvement with and/or love of the library. The goal is to assemble current board member biographies by September 2021 for permanent retention in the library Archival Center.

Mr. Moore inquired about soliciting previous board members for additional biographical records. Ms. Stevens will reach out to these individuals. Mr. Hansen inquired about future public access to these materials in print and digital formats. Ms. Stevens proposed to board members the option of including these biographies on the new library website. Board members will consider and review this option at a future date.

#### **Library Phased Reopening Plan**

Some procedures and work flow have been adjusted to meet current safety guidelines for libraries. Feedback from visitors about third floor collection browsing has been positive. The library is currently quarantining returns for two days and interlibrary loan bins for one day. Ms. Stevens and Ms. Kelso are working with library department heads to plan expanded services for later in the spring after all staff have been vaccinated.

Ms. Shefte inquired about the future status of patio pickup services. Ms. Stevens reported that patio service may be dependent on the percentage of vaccinated individuals in the community, and will likely cease in June or July. Seating will be added to the patio when materials pickup services are relocated to allow patrons an option for continued enjoyment of the space.

Ms. Carey inquired about the status of access to the Children's room. Ms. Stevens indicated that appointment-based visits will likely be the first initial step, with potential expansion to walk-in browsing at a later date. Ms. Stevens recently visited several local libraries to understand how other communities are handling their spaces in regard to visitation guidelines, signage, staffing, and other patron considerations. Ms. Stevens will continue to consult the Massachusetts Board of Library Commissioners and state and local guidelines in adjusting available services moving forward.

## **New Business**

### **Calendar**

The Newburyport Literary Festival virtual events take place April 23-25, 2021. The library is a partner and on the festival planning committee. The Newburyport Public Library is offering more adult programming, including a cooking series.

### **Anniversary**

On May 6, 2021, the library will celebrate the 20<sup>th</sup> anniversary of the opening of the renovated and expanded building. There is a display in the lobby of the Archival Center, bookmarks have been designed, and a storywalk will be installed outside.

### **March Statistics**

Increased building attendance reflects additional days open compared to February 2021, along with an increased comfort level of patrons returning to the building after being vaccinated. Circulation continues to increase.

Ms. Shefte inquired about the impact of automatic renewals on circulation numbers. Ms. Stevens confirmed that automatic renewals are included in monthly circulation totals. The Newburyport Public Library will continue this practice for its patrons.

### **Library Presentations**

Ms. Stevens presented information about the library at the Council on Aging Virtual Community Day program on April 14, 2021. She will also be presenting to the Rotary Club in June 2021.

### **Other Business**

No additional business was discussed at the meeting.

### **Adjournment**

Ms. Valeriani introduced a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:05 pm.