

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of April 1, 2020  
Council on Aging, Wayland Town Building, 10:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart (10:06), Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond

Absent:

1. Public Comment: In compliance with the revised Open Meeting Law requirements, the meeting is live streamed on WayCAM, and public comment will be received by telephone at 508-358-6812 for the meeting. Tom Fay, Happy Hollow Rd, on behalf of the Board of Selectman, thanked the Board of Trustees, Chair Aida Gennis, Director Raymond and staff for their work now and in the weeks to come to provide continuity of library services. The services are important and social media channels, in addition to the Library website, will help get the word out to residents of available (online) Library services.

2. Louise Miller, Town Administrator, provided an update on COVID-19, the Town's response, and instructions on continuity of business for the Board. Yesterday Governor Baker extended the non essential business closures, and Stay-At-Home Advisory thru May 4, 2020. All non essential employees will transition to work remotely or if work can not be completed remotely, work duties will be reassigned. The Library building will remain closed until May 4th, or until such time as the Stay-At-Home order is lifted. Although the building remains closed, the need for Library services remains strong. Town residents are now at home and need activities and connections for social and emotional health and well being. The Library is charged with developing a response for continuity of services while the building remains closed.

Town Administrator Miller shared news of Library staff and other Town Departments working collaboratively to produce true N95 respirator face masks using 3D printers provided by the Library and the School Department. L. Miller complimented Tyler Kenney, Reference Librarian/Computer Specialist for his exemplary work programing and operating the 3D printers.

3. Director Raymond provided the Library response for continuity of services: As part of the broader public health attempt to slow the spread of the COVID-19, the Library closed the doors at 5:00 p.m. on March 14, 2020. The Library staff have been working remotely and are adapting to the temporary building closure; they have a well developed a plan and are providing library services remotely for residents. Library departments are functioning and moving forward executing the plan. Director Raymond requests remote access to the phone system and call forwarding capability to provide reference services remotely. Wi-fi at the building is not functioning and requests it be restored. Wi-fi access is important to residents who do not have home

wi-fi, and although the building is closed, residents who depend on it can access it from the building parking lot, when the wifi is on. Director Raymond suggests the inclusion of the Library as a resource on the Town's Covid-19 Resource website. The Library website has been enhanced and will continue to be reviewed and updated regularly. The website calendar provides the hub for things to do. Information and links on how to access popular sites will be added. Youth Services and Adult Services departments have added numerous online offerings, such as story time, book clubs, and crafts and added links to other institutions' presentations. A Blog post and a banner was added to the website including information on how to get a new library card. Electronic online material has been in demand, therefore the Library has purchased additional electronic online material and decreased purchases of print material at this time.

4. No meeting minutes to approve.

5. Monthly reports: Financial/Statistical Reports, Director's Report, if available  
Statistical Reports: March 2020 print circulation statistics are very low due to the building's closure and the temporary stop of lending print material.

Financial: Expenses to date are on tract with the budget. Books and material print orders will be lessened and funds will be used for increased online resources at this time.

Director's Report: The Library Building closed to all at 5:00 p.m. March 14, 2020. Staff has access to Sierra, the integrated library software, to work remotely. Due to the shortage of N95 type respirator face masks, several Town Departments and Library staff are working collaboratively to produce plastic respirator masks, true N95 masks, using the Library's and the School's 3D printers. Tyler Kenney, Reference Librarian/Computer Specialist was complimented for his work. A well crafted Work-From-Home Plan was created with contributions from all departments with ideas and tasks to enhance services, organize, review, research, learn and plan ahead. Office Manager, Elizabeth Bradley has access to MUNIS, the town's accounting software to continue her work.

6.Trustees reports and concerns: A. Gennis noted the Library Director's collaborations with Town Administrator, and Town Departments to start production of the respirator masks and development of a work-from-home plan. The March 18, 2020 Trustee meeting was canceled due to the current stay-at-home order.

7. Topics not reasonably anticipated by the chair 48 hours in advance of meeting: Board consensus reached for A. Gennis, Chair and Director Raymond to discuss and communicate Library matters with Town Administrator.

8. Adjourn 10:45 a.m.

Documents for the Meeting:

Agenda for Meeting of April 1, 2020

WFPL Director's Report April 1, 2020

Work-From-Home Plan in response to Covid-19  
Year to date Circulation Statistics  
Year to date MUNIS budget report

Next Meeting: April 22, 2020  
Respectfully submitted by Leah Hart