

Board of Trustees, 01/12/2021

Committee: Greenfield Public Library Board of Trustees

Place: Virtually

Date: January 12, 2021

Posted Meeting Time: 5:00pm

Call to Order: Doris Cowdrey called the meeting to order at 5:01pm

Chairperson's statement: This meeting is not being recorded by the Library Board of Trustees. If any other persons present are recording this meeting, they must notify the chairperson at this time.

Roll Call: Ed Berlin, Doris Cowdrey, Janine Greaves, Samantha Wood

Other: Ellen Boyer (Director), Lisa Prolman (Ass't Director), Paul Jablon

Public: Bob Williford

- Changes/Additions to the Agenda -- none
- Public Comment -- none
- Approval of minutes from December meeting
 - tabled until February meeting
- Friends Report
 - Friends brought the staff edible treats every Monday in December, which the staff appreciated greatly
 - This will be continued once a month; January's gift was a calendar with photos by Diana Roberts
 - Poet's Seat Poetry contest will happen virtually; poems can now be submitted
 - Karen asked all subcommittees to meet before the main meeting at the end to figure out how to support building project
- New Business
 - Changes in Library staffing
 - Kay Lyons has submitted her resignation letter and will be retiring after 27 years on March 19, 2021
 - With the new library's large teen space and the teen population, a teen librarian is needed; the position was created thanks to the Mayor and has been posted. Hopefully by next Friday we will have the position filled.
 - Approval of FY22 Action Plan for MBLC
 - Discussion
 - With construction grant in place, we do not need to do another long range plan now but will need to survey the community once the new building is in place to see what programs and services they would like.

- Current Action Plan is based on last year's and is updated to be relevant to today's times

MOTION: On a motion by Ed seconded by Samantha, it was unanimously

VOTED: To accept the FY22 Action Plan

- Old Business and Committee Reports
 - Update on current limited library services and next steps
 - No change from prior meeting; curbside pickup only continues on our regular hours
 - Libraries across the state are closing to browsing and returning to exclusively curbside pickup
 - Wouldn't be surprised if some choose to continue doing doorside only even in the new building
 - December was our busiest month to date despite being closed several days for holidays
 - Those who do not have access to computers are disadvantaged, but we are looking forward to warmer weather where Laptops on the Lawn can be continued
 - Building Committee
 - We are still on time and on budget
 - Council voted to give the Fire Station the money they needed
 - 75% plans are due soon and will go the cost estimators
 - Once we get those, we may have to do value engineering
 - Plan is for bids to go out in March, with bid awarded in April and construction in July; may make more sense to do ceremony in July due to COVID
 - Discussion of starting a newsletter; OPM's company usually doesn't start until sending one out until construction, but may start earlier
 - Also talk of a large sign showing what the new library will look like
 - At some point, Tim Farrell will take over chairing the meetings
 - RFQ's resulted in 14 contractors who are interested in bidding, which may result in 11 companies bidding on the building
 - Foundation
 - Beginning to work on the public part of the campaign
 - Working on 4 videos to show at Zoom meeting asks; will work with GCTV on these
 - Working on expanding the website; will be including photos and blurbs of those on the committee
 - Discussing donor recognition in the building -- donor wall or something of that nature
 - Fire Station
 - Temporary Fire Station building committee was held yesterday

- On the bid proposals is information that structures need to be on site in April to accommodate our demolition/construction
 - Something has come up with permanent location, but the process is still moving forward
- Director's Report
 - nothing other than what was sent out for this meeting

MOTION: On a motion by Ed seconded by Janine it was unanimously

VOTED: To adjourn the meeting

Meeting ended at 5:36 pm.