

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
May 6, 2020

FITCHBURG PUBLIC LIBRARY
610 Main St., Fitchburg MA

Trustees present were: Chair Jim Walsh, Matthew Bruun, Robert Favini, Mary Rice Hurley, Joanne Huse, Cynthia Jones, Jacalyn Kremer, and Michael Phaneuf. Also present were Director Sharon Bernard, Assistant Director Jean Tenander, and Librarian Cynthia Morawski.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6.35 p.m.

APPROVAL OF THE MINUTES of the March 11, 2020 meeting.

The minutes of the March 11, 2020, meeting were approved after it was agreed the approval of the February 12, 2020, minutes would once again be delayed until the next meeting.

CHAIR'S REPORT

Chair Walsh began by thanking Director Sharon Bernard and the Library staff for their contributions in the past weeks and said he wanted to move at once to a discussion of Director Bernard's plan for reopening the library. He said he did want to mention that in all Massachusetts Board of Library Commissioners (MBLC) meetings concerning reopening, the main directive was that the opening should be gradual.

LIBRARIAN'S REPORT

Director Bernard opened her remarks by mentioning that the MBLC voted that the State Aid requirements for hours open and materials expenditure for the State Aid report had been met as of March 17.

Before focusing on general plans for reopening FPL, Director Bernard drew the Trustee's attention to two of the documents included with the Minutes, The Library Freedom Project's list of prerequisites for Massachusetts libraries to be safely reopened to the public and the letter from the MBLC to the state Reopening Advisory Board listing things to be considered about the role of libraries in the recovery effort.

The Trustees moved to a discussion of the first draft of the Reopening Plan provided by Director Bernard. It was agreed that it was impossible to have a realistic time line since the future months remain uncertain. The consensus was first and foremost that the reopening would be gradual and new steps would be predicated on successes with previous steps. There was also the question of who exactly would make certain decisions, the City, the Trustees, the Library Director, the State etc.

Each stage in the process raises questions of safety for the staff and the public, the methods of enforcing the safety measures agreed upon, reasonable expectations of service under straitened circumstances, traffic flow and seating in the library etc. etc.

Director Bernard said she had been in contact with the Mayor about the differences between opening the library to the public and opening City Hall to the public. He has not responded to her request for a full discussion.

Robert Favini said all the discussions at the MBLC about reopening libraries were dealing with exactly the issues raised in Director Bernard's plan. In response to a question from Chair Walsh about a response from the Reopening Advisory Board, Robert Favini said it was difficult to have the MBLC recognized as having a legitimate reason to justify input into the process.

Chair Walsh emphasized that it was vital that the Mayor realize that the reopening process for City Hall is manifestly not the same as for the Library.

Director Bernard said Overdrive use has increased 40% at this time over last year at this time, proving people had discovered ebooks out of necessity.

COMMITTEE REPORTS

Michael Phaneuf reported overall funds had declined about 10% but that Jim Hohman had advised not changing anything as they were all in relatively safe investments. The latest figures are from March, April figures were not yet available.

Anyone may register for Public Forum part of the City Council Finance Committee meeting on Tuesday May 12. The link to the Zoom meeting is in the Finance Committee document distributed with the Minutes.

NEW BUSINESS

Director Bernard said it is now time to form a new Building Committee. It should consist of between 5 and 7 people, not primarily Trustees, and should be individuals who have some experience with or knowledge of design, construction, overseeing construction etc. Director Bernard said she felt perhaps the Mayor should appoint the Committee. Some people from the first Committee may be suitable.

She said the uncertainty of the present financial situation may lead some libraries on the list to be unable to accept the grant due to financial difficulties. That may move FPL higher on the list. If we cannot accept the grant at this time for financial reasons what should the Library do? There is no point in paying Tappe for designing a building we have very little chance of building.

Chair Walsh asked Trustees to call him with names of suggested members.

Director Bernard said the City had asked for a 10% cut in the proposed budget and she had withdrawn the request for an additional full time staff member.

Wednesday May 13 is Virtual Legislative Day. Director Bernard said the public in Massachusetts generally support libraries but it is good to get your library's name in the forefront.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m. The next meeting will be on Wed. June 10.

Respectfullt submitted
by Jean Tenander
for Mary Rice Hurley



CITY OF FITCHBURG

NOTICE OF PUBLIC MEETING

Filed in the City Clerk's Office

CITY COUNCIL FINANCE COMMITTEE

MEETING DATE: Tuesday, May 12, 2020
MEETING TIME: 6:00 AM PM
MEETING PLACE: FATV STUDIO-FATV.ORG
Name of building (if applicable) Government Live Stream
Room number (if applicable) Comcast Channel 99
Address Verizon Channel 37
City _____

Register in advance for the Public Forum portion of the Agenda by going to:
https://us02web.zoom.us/webinar/register/WN_0ceFpQ0BRYKQcEhBg3K_3Q.

AGENDA ITEMS:

- Public Forum— Register in advance for the Public Forum portion of the Agenda by going to: https://us02web.zoom.us/webinar/register/WN_0ceFpQ0BRYKQcEhBg3K_3Q. After registering, you will receive a confirmation email containing information about logging in to join the webinar.

104-20 ORDER: that there be and hereby is transferred the sum of ONE HUNDRED THIRTY-TWO THOUSAND AND 00/100 DOLLARS (\$132,000.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to the following DEPARTMENT OF PUBLIC WORKS, SNOW & ICE accounts:

EQUIPMENT RENTAL	\$ 82,000.00
SALT	\$ 50,000.00.

105-20 ORDER: that there be and hereby is transferred from within the sum of ONE HUNDRED SIXTY-EIGHT THOUSAND AND 00/100 DOLLARS (\$168,000.00) same to be charged against RESERVE FOR SNOW & ICE REMOVAL and credited to CEMETERY CAPITAL EXPENSES, CEMETERY EXPANSION for the purpose of expanding the Forest Hill Cemetery.

**Please note: Massachusetts Open Meeting Law requires that all topics that the Chair reasonably anticipates must be listed and that the list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting.*



CITY OF FITCHBURG

NOTICE OF PUBLIC MEETING

- 106-20 ORDER: that there be and hereby is transferred from within the sum of SEVEN THOUSAND AND 00/100 DOLLARS (\$7,000.00) same to be charged against SNOW & ICE, OVERTIME and credited to CEMETERY CAPITAL EXPENSES, CEMETERY EXPANSION for the purpose of expanding the Forest Hill Cemetery.
- 107-20 ORDER: that there be and hereby is appropriated the sum of SIX HUNDRED THOUSAND AND 00/100 DOLLARS (\$600,000.00) same to be charged against AVAILABLE FUNDS and credited to COMMUNITY DEVELOPMENT CAPITAL EXPENSES, CONSTRUCTION account, for the Downtown Transformation Project.
- 108-20 ORDER: that there be and hereby is transferred from within the sum of FOUR HUNDRED FIFTY-FIVE THOUSAND AND 00/100 DOLLARS (\$455,000.00) same to be charged against RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to CAPITAL FUND, PARKING GARAGE RENOVATION account, for the purpose of repairing the stairwells at the Putnam Place Garage.
- 109-20 ORDER: that there be and hereby is transferred from within the sum of FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00) same to be charged against RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to LIBRARY CAPITAL EXPENSE, BUILDING RENOVATION for the purpose of preparing and repainting the exterior windows of the library building.
- 110-20 ORDER: that there be and hereby is transferred from within the sum of FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00) same to be charged against RESERVE FOR OTHER MUNICIPAL PURPOSES, CAPITAL EXPENSES and credited to CAPITAL PROJECTS, FITCHBURG HIGH SCHOOL LIGHTING CONVERSION for the purpose of converting to LED lighting.
- 111-20 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Transportation, Aeronautics Division grant in the approximate amount of \$23,332.00 (TWENTY-THREE THOUSAND, THREE HUNDRED THIRTY-TWO AND 00/100 DOLLARS) for the purpose of said grant, which is to repair the downed fence lengths surrounding the airport property.

Calvin D. Brooks

By Calvin D. Brooks, Clerk, for Marcus L. DiNatale, Chairman

**Please note: Massachusetts Open Meeting Law requires that all topics that the Chair reasonably anticipates must be listed and that the list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting.*

May 1, 2020

Massachusetts Library Association advocates for the rights of its members and for the communities across the Commonwealth of Massachusetts. Massachusetts Library Association affirms that all library workers have a fundamental right to safe workplaces so as to provide safe, reliable, trustworthy services to our communities.

Massachusetts Library Association supports Library Freedom Project's call to safely reopen libraries and to protect library workers, and encourages you to sign this petition:

<https://www.change.org/p/kay-ivey-protectlibraryworkers-communities-don-t-reopen-libraries-until-it-s-safe>

Library workers care deeply about the communities we serve, which includes doing our part to keep our patrons and ourselves safe during this pandemic. Libraries serve as important community hubs for connection and learning. They are busy, well-loved spaces, which is why their closure has been so critical in the time of coronavirus. Community spaces like libraries could easily become infection zones, and libraries around the country have taken the difficult but necessary action of closing down for the sake of broader community health.

As the discussion has moved from closures to considerations for reopenings, library workers are starting to think about what safely returning to physical work may be like. On a routine work day, library workers handle materials, touch surfaces, share computers, assist with technology use, clean all manner of messes, and conduct checkout and reference transactions, all typically from much less than six feet away. Without proper health and safety measures in place, libraries could easily become breeding grounds for the virus.

In order to ensure the health and safety of our communities and ourselves, we demand the following measures be taken before any libraries are reopened:

- Every effort must be made to **make libraries a part of state, county, and/or municipal reopening plans**. In the absence of this, a clear, slow, evidence-based phased plan for returning to work must be developed by state library agencies and municipalities in alignment with state and local recommendations.
- **Library staff must not be forced to return to work** before stay-at-home orders are lifted.
- If stay-at-home orders are lifted, **there must be a sustained reduction in new COVID 19 cases within the community for at least 14 days** before library staff return to work.
- Flexible and robust paid sick leave policies and remote work options must be available to all library employees, regardless of position type. Library management must continue to allow teleworking, especially for individuals who are in high-risk groups.
- **Childcare support must be provided** for workers who are unable to send their children to school or daycare. Paid time off for family leave should be offered to accommodate these challenges as well.

- **Library management must develop clear, detailed plans** for reopening such as these examples. These plans must collect input from and be shared with all staff members, and must be as locally specific and appropriate as possible.
- **The library must have access to the necessary materials to maintain high hygiene standards** without compromising the protection of local health care professionals, nursing homes and assisted living facilities, or people caring for family at home. That means PPE must be provided to all library staff, but only after there is no shortage of it for essential workers. Additionally, libraries must be well stocked with disinfectants for all surfaces that are on the EPA's List N for use against SARS-CoV-2, and staff must be thoroughly trained in proper cleaning and disinfecting procedures.
- Surveillance technologies, such as temperature checks, **cannot be implemented without scientific evidence of their reliability** in identifying possible infections, and must come with detailed policy about how long the technologies will be in place, who will have access to the data, how it will be stored, and how law enforcement requests for the data will be handled.
- **These demands must continue to be met** until there is a safe and effective vaccine to guarantee freedom of movement without spreading the risk of COVID-19 infection.

Libraries across the country are tried-and-true economic and workforce development hubs. **The economic recovery depends immeasurably on the health of library workers and the continued existence of their positions as the work begins.** If it is not safe to resume physical operations, workers can still provide online services to people in need, especially unemployment and other social benefits. We can bridge digital divides safely by extending WiFi access to parking lots and working with other municipal departments to do so through other creative means, such as turning decommissioned school buses into mobile WiFi hubs and providing devices to the underserved. As libraries contend with their many incompatibilities with social distancing, they need to have their energy freed up for efforts to reconfigure and redistribute what public space is right now.

Libraries will be necessary and important to their communities as we begin to strategize and recover from this crisis. **It's time to treat all library workers as if we are necessary and important, too.**

Signed,

Massachusetts Library Association's Executive Board

March 17-May 5, 2020

Format	Checkouts
Adobe PDF Ebook	1
Open EPUB Ebook	1
Streaming Video	2
Pending (Audiobook)	26
Pending (Ebook)	35
Adobe EPUB Ebook	132
OverDrive Magazine	141
OverDrive MP3 Audiobook	233
Kindle Book	558
OverDrive Listen	685
<u>OverDrive Read</u>	<u>751</u>
Total	2565
	40% increase

March 17-May 5, 2019

Format	Checkouts
Streaming Video	4
Pending (Audiobook)	57
Pending (Ebook)	72
Adobe EPUB Ebook	161
OverDrive Magazine	52
OverDrive MP3 Audiobook	248
Kindle Book	362
OverDrive Listen	476
<u>OverDrive Read</u>	<u>387</u>
Total	1819

Fitchburg Public Library
Investment Performance
1/1/2020-3/31/2020

Investment Objectives The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.

Alice & Rodney Wallace Funds Stocks-68% Bonds-22% Money Market-10%

Market Value 12/31/19	Market Value 3/31/20	Percent Change	Estimated Annual Income	Annual %Income
\$1,223,837	\$1,050,496	-14.16%	\$27,914	2.66%

Other Funds Stocks-16% Bonds-59% Money Market-25%

Market Value 12/31/19	Market Value 3/31/20	Percent Change	Estimated Annual Income	Annual %Income
\$ 792,538	\$ 760,054	- 4.10%	\$17,819	2.34%
\$2,016,375	\$1,810,550	-10.21%	\$45,733	2.53%

	12/31/2019	3/31/2020	Income Balance as of 3/31/2020
Restricted	\$349,114.55	\$340,580.39	\$ 46,613.32
Unrestricted	\$443,423.34	\$419,473.72	\$ 29,668.93
Total	\$792,537.89	\$760,054.11	\$ 76,282.25

REOPENING PLAN OUTLINE

Questions:

What about staff over 60?

What about staff with pre-existing conditions?

What about staff with someone at home who has pre-existing conditions?

What about staff who have children at home and need childcare?

How do we enforce masks for the public? Do we have them available for sale at cost?

Do we limit the number of people in the building? How is that managed?

What should be the number of people in the building at one time?

When do we start allowing commuter use? How many at a time? How long for each session?

How do the keyboards and mice get sanitized between users?

Do we loosely wrap the keyboards in plastic wrap?

Do you have certain hours for anyone over 60?

Where should we put an adult self-service station?

Should we set-up a self-hold pick up shelf?

Do we do curbside pick-up?

Do we cut down the hours open to allow for proper staffing?

Stage 1

Staff work limited hours in the building on a rotating schedule to help prepare for opening.

Social distancing is followed with one person in each work area at a time.

Stage 2

Staff work regular hours in the building and continue offering telephone reference

Stage 3

Some public services restored outside the building, i.e. curbside pickup of checkout materials.

Stage 4

Public services restored in the adult and children's lobbies and limited computer use allowed.

Stage 5

Library open to the public with extra precautions and adequate sanitation supplies available.

State 6

Library open to the public. Meeting rooms remain closed for several weeks.

THE ROLE OF LIBRARIES IN RECOVERY

Thu 4/30/2020

Letter to Lt. Gov. Polito from MBLC Chair, Roland Ochsenbein

Dear Lieutenant Governor Polito:

The Massachusetts Board of Library Commissioners (MBLC) is pleased to learn of the creation of the advisory board you are co-chairing to develop guidance for the phased reopening of the economy in the Commonwealth. I personally have wonderful memories of sharing the podium with you at the grand reopening of the Shrewsbury Public Library in 2016, and I recall how fondly you spoke of your great hometown library that day.

As you and the advisory board move through your deliberations, we would like to provide two thoughts for your consideration on behalf of the 369 public libraries in the Commonwealth: 1) that libraries are an important component in a comprehensive economic recovery plan; and 2) that libraries are high traffic spaces for which careful thought should be given regarding general safety guidance for reopening in these times.

Regarding the first thought, the recovery plan, we believe libraries will play many important roles. As you know, libraries are a vital hub for communities across the Commonwealth. Even when closed to in-person visits, as they are now, they have provided expanded access to many online resources: virtual programs, ebooks, audiobooks, videos, health and business resources, and other essential services our communities rely on.

When reopened, there will be many areas where libraries will play a key role in recovery:

- Providing vital assistance to job seekers and local businesses as they did during the Great Recession.
- Offering services to our most vulnerable populations hit hard by COVID-19, helping them to apply for e-government services including unemployment, health insurance, and SNAP benefits, among others.
- Partnering in education and playing a vital role for remote learning by providing curriculum materials, databases, and supporting materials for both teachers and parents.
- Helping students avoid the “summer slide” by providing reading materials and programming to keep students of all ages engaged in learning. Programming will include our Statewide Summer Reading Program made possible by our partnership with the Boston Bruins and this year featuring First Lady of the Commonwealth, Lauren Baker.

Regarding the second thought, reopening guidance, we are eager to see our libraries open their doors to in-person visits as soon as possible, but it is also important that they do so carefully and responsibly. Many of our libraries are high traffic spaces and they handle high volumes of physical materials. More than **38 million** people passed through the doors of a public library in Massachusetts last year. Some **34 million** physical items were loaned and returned. For the safety of both library staff and the patrons they serve, it is important that we plan carefully and deliberately for the return to full operations. We are at this time engaged in statewide listening sessions with library directors in order to craft the best plan of support.

We look forward to the important guidance the Reopening Advisory Board will provide and are eager to assist in any way we can. We will be happy to provide you and the Reopening Advisory Board with any information you may need, or assist you in any capacity, as your work proceeds in the coming weeks. Please contact James Lonergan, MBLC director, at james.lonergan@state.ma.us or at (617) 725-1860, x222, if we can be of any assistance.

Sincerely,

Roland Ochsenbein
Chair