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Library Board of Trustees  
Edgartown Public Library  
26 West Tisbury Road, Edgartown, MA  
**MINUTES**

Meeting of Thursday, November 12, 2020

Meeting attendance by remote participation only due to Covid-19.

Meeting called to order: 3:06 PM

**Trustees in attendance:** Olga Church, Herb Foster, David Faber, Julie Lively

**Noted absence:** Justine DeOliveira, Denise Searle

**Guests:** Lisa Sherman, Library Director; David Ignacio, Pres., Friends of the Edgartown Library

**Review of Minutes:**

**MOTION:** To accept the minutes of the October 8, 2020 meeting.

**MOTION:** David Faber, **SECOND:** Julie Lively

**ACTION:** Unanimous

**Friends Report:** David Ignacio, President, Friends of the Edgartown Library

- Last regular meeting, brief recap: Thurs. Nov. 5 @ 9:00am
  - Annual appeal letters (approx. 500) were mailed on Nov. 9<sup>th</sup>
  - A bench plaque is being planned in memory of Mary Jane Carpenter
  - Friends Board members are discussing creating a strategic plan for next year
- Development Committee report
  - The Cmte is working on a Trustee survey, which will be shared soon.
  - The Cmte included previous artist exhibitors in their annual appeal mailing this year, which was a first
  - The Cmte encouraged the Friends group to provide testimonials in response to the question “Why I Give” to the Friends of the Edgartown Library, which may be used for future fundraising initiatives

**Director’s Report:** Lisa Sherman, Library Director

- FY21 Budget Report
  - Many maintenance expenses have been COVID-related preparations for the building someday being open to the public – ie HVAC upgrades and more shelving caster repairs (so that all shelving on the first floor is mobile)
- New library services and expanded curbside hours

- Curbside hours expanded to 10am-4pm Monday through Saturday in November. Appointment-based visits were tentatively planned two days a week starting Nov. 17, but due to the recent spike in case counts on island, the board and director agreed that postponing this service is the best and safest option at this time.
- MVLA status
  - The other island libraries were not planning to open for appointment based services until early-to-mid December. All plans to open will more than likely be postponed due to the recent spike in positive case counts on the island.

#### Building Operation Updates

- Air quality testing update – CO2 unit
  - A portable CO2 unit was purchased for the library. Optimal CO2 levels for indoor air are within the 400-800ppm (parts per million) range, and the circulation desk area has typically been reading in the 450-480ppm range.

#### Fundraising/Gifts Received

**MOTION:** To accept \$1,000 from the Friends

**MOTION:** Herb Foster, **SECOND:** David Faber

**ACTION:** Unanimous

**MOTION:** To accept \$65,000 from the Edgartown Library Foundation, to be held in the library's FFE&IT account (#3324215) to fund items outlined in the accompanying letter from the Edgartown Library Foundation.

**MOTION:** Herb Foster, **SECOND:** Julie Lively

**ACTION:** Unanimous

#### New Business

- Education Fund: Lisa mentioned that the overwhelmingly positive response of Library Board members to the concept of developing a fund for staff professional development has prompted her to approach the Friends group in the coming month to discuss developing ways to create and build this fund.
- Lisa informed the board that a Chromebook Lending Policy draft is forthcoming.
- Olga mentioned the upcoming LSTA Grant round Zoom meeting, and asked whether or not the trustees would be interested in attending and/or putting a proposal together. David Ignacio indicated that the Friends group would be interested in exploring the possibility of collaborating on this, whether in this grant round or the next one.

Next meeting date: Thursday, December 10 @ 3pm

**Meeting adjourned:** 4:13 PM