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

Meeting of Thursday, May 13, 2021

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

**Meeting called to order:** 3:02 PM

**Trustees in attendance:** David Faber, Julie Lively, Denise Searle, Justine DeOliveira, Nis Kildegaard, Olga Church

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

**Review of Minutes:**

**MOTION:** To accept the minutes of the April 8, 2021 meeting.

**MOTION:** Nis Kildegaard, **SECOND:** Olga Church

**ACTION:** Unanimous

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

- Last regular meeting recap: Thurs. May 6<sup>th</sup> at 9am
  - David submitted to the board a bulleted list of highlights covered during the past month.
  - David reported that the Friends' plant sale during Pink & Green weekend was a big success. All plants sold out, as well as other merchandise including coasters.

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

- FY21 Budget Report reviewed. The library's maintenance line item has been credited with Cares Act funds. There are several maintenance items that will utilize that funding in the coming months, including window washing, HVAC compressor replacement, clerestory caulk repair, and replacing the interior bar lock on the south entrance.
- Phased building reopening plan update: Lisa met with Town Administrator James Hagerty and as other town department heads that oversee public buildings. The town is planning a coordinated opening on June 1<sup>st</sup>, and departments will be opening under guidelines appropriate to that building's use. MVLA will also be submitting a press release regarding all island libraries opening by the first week of June in various capacities. The library will be opening for appointments starting June 1<sup>st</sup> from 10am to 1pm on Tuesdays, Thursdays and Fridays, and starting the

week of June 14<sup>th</sup> will expand in-house appointments to six days a week from 10am to 1pm.

- Two PT Library Assistant position update: two new employees have been hired as part time library assistants – Claudia Taylor, who has worked at the library previously, and Barbara Keane. Both are welcome additions to our staff.
- Website update: The website is in its final stages of development, and Rizwan and Lisa are now populating the site with outstanding content as well as sharing with staff members to review for accuracy and working components. We hope to release the new site sometime around the beginning of June, to coincide with opening the building by appointments.
- HB Account – fees update: Nis raised the question to inquiring with Rockland Trust for a review about how fees are calculated for this account. Lisa offered to invite a RT representative to a future board meeting to review that information. Nis also raised a point about seeking ways in the near future to utilize this fund in a way that will result in a wow impact for the community.

Library Director Annual Evaluation: postpone to June meeting.

#### Building Operation & Maintenance Updates:

- Roof Clerestory Caulking Failure update: Lisa has contacted Bob Avakian (LBC member and local builder) for referrals on waterproofing companies that can repair the caulk failure. Lisa contacted Chapman Waterproofing; no response to date.
- Basement IT Room Leak update: The Highway Dept sealed the top of the conduit with spray foam. Allan deBettencourt will contact Comcast to move cables and conduit over to the new utility pole, and then the Hwy Dept will remove the old pole once all the network cable work is completed. Utility pole was cited as being non-complaint with ADA regulations during a town audit several years ago. Partial work was completed with the installation of the new utility pole, but nothing has been done since.
- Trees update: Work was done on the entire property by Hagerty Tree on 4/19 & 4/20/21. The big Elm on the front lawn will need some root rejuvenation in order to keep it healthy. 40 dead limbs were removed (at no expense to the library.)
- Savin Copier update: Current copier has reached its end-of-life use after almost six years. Cost to repair existing parts rivals purchasing a replacement copier, so a replacement was purchased on 4/20/21.
- Cameras Hard Drive Failure: The hard drive failed six weeks ago. ESS quoted Lisa \$1275 to replace the hard drive, but when conferring with Adam on the purchase he opted to move all cameras (including the cooking demo camera) to the cloud at no cost to the library
- HVAC condenser failure: The second condenser in the ground level HVAC shed area has failed. A replacement has been ordered by Brennan (est. cost TBD) and is being installed the week of May 17<sup>th</sup>.
- Children's Room pendant lights: Two bulbs are dead, and an electrician is needed to replace them. This item is very low on the maintenance repair list since it

causes no imminent danger to staff or patrons and does not compromise the operations of the building or library.

- Windows annual cleaning: Shine Bright cleaned all windows on Sat. 5/8 & Sun. 5/9 at an estimated cost of about \$2k.
- Interior back vestibule door lock pin failure: Locksmith Ken Petkus is ordering a new part, but has not returned any of the multiple calls made to inquire about the estimated timing of repairs.

**MOTION:** To install a plaque dedicating the library Board Room to Dr. Herbert L. Foster. Wording of the plaque is to come.

**MOTION:** Justine DeOliveira, **SECOND:** Denise Searle

**ACTION:** Unanimous

#### Library Landscaping Committee Report:

- Lisa reported that the next proposed meeting will be Thursday, May 20<sup>th</sup> at 3pm to create an outline listing landscaping elements that will include maintenance, sustainability, and the use of intentional space. That document can then be sent out to 3-4 designers to bid on the project. Procurement officer Jen Smyth suggested finding a designer who can create construction drawings to spec if possible. The proposal also needs to include a ballpark budget cap to design to, and can include the initial concepts already created as a starting point. Lisa will invite Jen to this meeting to go over the procurement piece.

#### Fundraising/Gifts Received

- **MOTION:** To accept \$1,000 from the Friends  
**MOTION:** Denise Searle, **SECOND:** Olga Church  
**ACTION:** Unanimous
- **MOTION:** To accept an unrestricted donation of \$41,144.32 from the estate of David C Thompson Revocable Trust, in memory of Joan P Thompson  
**MOTION:** Olga Church, **SECOND:** Justine DeOliveira  
**ACTION:** Unanimous

#### New Business

- Lisa presented a draft policy titled *Statement Regarding Pandemics and Public Health, Natural Disasters, and Other Emergencies* for the board's review. It will appear on next month's agenda for review, discussion, and an option to vote to adopt.

Next meeting date: Thursday, June 10 @ 3pm

**Meeting adjourned:** 4:20 PM