

BOARD OF TRUSTEES - BEVERLY PUBLIC LIBRARY

Meeting Notice

Tuesday, December 22, 2020 at 4:00 p.m.

PLEASE SEE BELOW FOR INSTRUCTION ON HOW TO REMOTELY ACCESS MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020, Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Beverly Public Library Board of Trustees will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be available, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Meghan Karasin
Assistant Library Director

Agenda

- A. Call to Order/Roll call of members
- B. Disposition of minutes of meeting dated November 24, 2020
- C. Public presentation to, discussion with the board:
- D. Committee Reports
 - 1. Personnel
 - a. None at this time
 - 2. Administration
 - a. None at this time
 - 3. Finance
 - a. None at this time
 - 4. Long Range Planning
 - a. None at this time
- E. Report of the Library Director
 - 1. Fiscal Year 2021 Budget
 - a. Status of Fiscal Year 2021 budget
 - 2. Phased reopening
 - a. Update on Front Door Service and building appointments
 - 3. Building Issues
 - a. Update on Story Time Room
 - b. Update on Arts & Crafts Room
 - c. Pipe repairs at Farms
 - d. Heat on ground floor of Main library
 - 4. Friends of the Beverly Public Library

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- a. Pop up book sale
 - b. Personal shopping service
- 5. State Aid
 - a. Update on State Aid Program for Fiscal Year 2021
- 6. Community Engagement
 - a. Beverly Council on Aging Daily Stretch call
 - b. Digital Divide in Essex County
- 7. Personnel
 - a. Update on the Head of Young Adult Services position
 - b. Update on the Assistant Communications Librarian position
 - c. 12 Days of Cheer for Staff
- 8. Trustees Terms
 - a. Six Trustees terms expiring on January 31, 2021
- 8. Programs
 - a. Upcoming library programs
- F. Communications
 - 1. None at this time
- G. Unfinished Business
 - 1. None at this time
- H. New Business
 - 1. Video Surveillance Policy

Notice is hereby given that Personnel, Administration, Finance and Long Range Planning Committees also may meet during a recess of the full Board, and consider any Agenda item identified herein or on the attached reports, and report back to the full board on such matters when it reconvenes.

The listing of the foregoing matters are those reasonably anticipated by the chair up to 48 hours prior to the scheduled meeting time. Not all items listed on the agenda may be discussed or reached by the Board. To the extent permitted by law, matters may be discussed that are submitted or arise within 48-hours of the scheduled meeting if they were not reasonably anticipated by the chair.

REMOTE PUBLIC ACCESS TO THIS MEETING WILL BE PROVIDED IN THE FOLLOWING MANNER:

1. Access through the Google Hangouts application. This application will allow users to view the meeting and request comment using the Chat function. **Pursuant to Open Meeting Law, M.G.L. c. 30A, §20, the Chair may elect to recognize public comment submitted through the Chat function at appropriate points in the meeting.**
 - a. **Google Hangouts meeting login instructions:**
 - i. For computers, browse to the following web address: meet.google.com/exp-upnw-ecv (unique link for the meeting).
 - ii. For mobile devices (tablets and iPhones/smartphones):
 1. Please go to either 'Google Play' [Android] or the iOS 'App Store' [iPhones and iPads] and download the free program 'Hangouts Meet by Google'.
 2. Allow the program to access your device's camera and microphone.
 3. Then click 'Enter a meeting code' and type on 'exp-upnw-ecv.' Then click 'Ask to join.' A facilitator will enable you to enter the meeting.
 - b. **Telephone: For standard telephones and cell phones:**
 4. Dial the number 1-413-729-2894
 5. When prompted, enter the PIN: 640 446 977#. A facilitator will enable you to enter the meeting.