Call to Order: 3:01 PM

Trustees Present: Kathleen Donovan, Joseph Keefe, Gerald Mazor, and Sally McCoubrey

Administration Present: Jason Homer, Director
Amy Sadkin, Assistant Director

Staff Present: Kate Sawisch, Head of Knowledge and Community Services

1. Minutes of the September 8, 2020 meeting were approved unanimously by roll call vote.

2. President’s Report
   Ms. Donovan recognized and thanked Ms. Jane Ellen Newman, Community Relations Coordinator, for securing two significant grants over the past month.

3. Director’s Report
   - The Morse Institute Library will be the early voting site for the November 3, 2020 General election.
   - Town Meeting will be held virtually beginning October 20, 2020.
   - The Annual Bookmobile Conference will begin today, October 13, 2020. This conference will be held virtually and several staff members are registered to attend.
   - A meeting with the Department of Public Works is scheduled for the week of October 19, 2020 to discuss options for securing and housing a new van and bookmobile. Staff members attending this meeting will be Rose Huling, Dale Smith, Amy Sadkin, and Jason Homer.
   - The format for the annual Veterans’ Breakfast is still under review. Although the format will be different this year, the intent is the same – to engage students, teachers, and veterans in a discussion around student questions prepared in advance. Mr. Homer will be a speaker at the event.
   - The Veterans Oral History Project will continue although funding for the project is not clear at this time. State aid to libraries may be used or a grant pursued if state funding is suspended.
   - COVID-19 update: The library will continue at status quo. Mr. Homer is in constant communication with the Health Department and will continue to follow its guidelines.
• Mr. Homer announced a change in format for staff meetings. Now run by Library department heads, meetings will now be recorded and available later in the day for staff members not able to attend the initial meeting.

• Ms. Kate Sawisch will be leading a presentation at the Northeast Media Literacy Conference to be held November 6 and 7, 2020.

• Friends Impact Report: The week of October 19, 2020 is National Friends of Libraries week. A poster in the library highlights the major contributions from our Friends group.

• Staffing report: Ms. Kristen Arnold has been promoted to Head of Children’s Programming and will become a full-time staff member.

• ARIS Overview: For the fiscal year 2020 open hours were down 26.6% due to COVID-19 closure restrictions; however, circulation for the year was down only 23%. E-book and downloads were up significantly as were non-resident circulation, and programing for all groups.

• Purposeful Play: The final MBLC report has been filed and the funding for this program has ended. The impact of this program was significant. It brought together staff members who don’t regularly work together and enabled improvements to spaces in the children’s room.

• The new Digital Branch of the Morse Institute Library, designed in response to the COVID-19 pandemic, will go live in a few weeks. It will be a permanent part of the Morse Institute Library online.

4. Dr. Keefe made a motion, which was approved unanimously by roll call vote:

The Board goes on record in congratulating and thanking the staff of the Morse Institute Library for the creation of this digital branch.

Meeting adjourned: 4:09 PM by roll call vote

Materials Distributed: None