

James E. Nichols Memorial Library  
Special Board of Trustees Meeting  
Non-Routine Issues

Friday June 18, 2021

Call to order at 10 AM

Attending Annette Nichols, Ann Xavier voting for Karen Ponton, Bette Miller, Sarah Heath and Interim Director Lois Brady. Shannon Whalen was not in attendance until 10:15. Karen Ponton was not there. Ann Xavier was asked to take minutes for this meeting.

All attending decided not to wear masks.

Lois interviewed a candidate for library assistant, Margaret Adams, who Lois highly recommended. Lois called her a great fit. Margaret has been involved with food pantries and has been involved with establishing a few children libraries in the Boston area. She prefers to work 10 hours a week but will fill in when Lois is on vacation, and she can work up to 30 hours until another assistant is hired. She can start immediately and was presently getting finger printed at the town hall.

Her letter of employment will state her wages are \$15 per hour, with hours worked going from 10-30 depending on needs and the discretion of Lois.

Lois is actively advertising for a 20 hour a week employee.



Motion to hire Margaret Adams as library assistant, Sarah made the motion, Bette seconded. Vote was unanimous.

Motion to change mask mandate to patrons deciding for themselves if they want to wear a mask. Motion made by Ann Xavier, Shannon seconded it. Passed unanimously. Lois Brady is formerly withdrawing her letter of resignation.

Paperwork has been submitted for the air purifier, and it has been purchased. The grant reimbursement can be applied for in July. Sarah suggested advertising that the library now has an air purifier purchased by a grant, after the reimbursement.

Discussion about returning to pre pandemic hours for the library. Monday, Wednesday and Friday, 10-6, and Tuesday, Thursday, Saturday, 10-1. Annette suggested that it should be up to Lois when she feels comfortable. Lois said she would like it to start in August if that works. Ann made a motion to allow Lois to make the change when she feels that it would be doable. Shannon seconded it. Passed unanimously.

Lois explained right to know law, and that she has sent emails to the trustees as blind copies. She asked that trustees answer her emails by simply sending back a "yes" so that she knows the email was received.

Emails between trustees can express opinions but no decisions are made that way, says Annette.

Motion to adjourn 10:22 by Bette, seconded by Ann, passed unanimously.



Respectfully submitted  
Ann Xavier, Secretary pro tempore