

**EDWIN A. BEMIS PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**February 3, 2021**

The Edwin A. Bemis Public Library Board met in regular session on Wednesday, February 3, 2021, via Zoom.

**THOSE PRESENT:** Katherine Eberhard, Chair  
Jason Henderson  
Jessica Hesselberg  
Catherine Riggs, Vice Chair  
Tom Smith

**THOSE ABSENT:** Cecile Tobey

**ALSO PRESENT:** Nancy Trimm, Director  
Lisa Hendry, FOLM President  
Kristi Moran, Recording Secretary

**1. ROLL CALL**

A quorum was determined present and the meeting called to order at 6:31 p.m.

**2. APPROVAL OF MINUTES**

The minutes of the January 6, 2021 board meeting were approved as written.

**3. APPROVAL OF AGENDA**

The agenda was approved as written.

**4. UNSCHEDULED PUBLIC APPEARANCES**

There were no unscheduled public appearances.

**5. SCHEDULED GUEST – FOLM PRESIDENT, LISA HENDRY**

Ms. Hendry spoke to the Board regarding the Friends of the Library and Museum (FOLM), which provides financial and volunteer support for events held at the Library and the Museum.

## **6. OLD BUSINESS**

- A. Service Level Changes re: COVID-19. Ms. Trimm informed the Board that the Library re-opened on January 25, 2021 with forty hours per week. The capacity is thirty-five patrons allowed in the building at a time. A staffed welcome table has been set up in the vestibule to manage capacity limits. Curbside pickup will continue as needed. The study rooms, conference room and meeting room remain closed to the public.

## **7. NEW BUSINESS**

- A. End of Year Review. Ms. Trimm provided statistics that included the total number of virtual programs that were presented and viewed, visits to the library, physical and electronic circulation items that were checked out, catalog uses accessed via the Marmot website, and the number of public computer sessions.

Ms. Trimm said that highlights for the accomplishments of 2020 include the grant for the MakerSpace Lab, the OneCard Partnership with Littleton Public Schools, Littleton Immigrant Resource Center's transition to virtual classes, the chat reference service, virtual programming, the story walk held in Gallup Gardens created by the Children's Librarians and, CARES Act funds that made it possible for Library technology upgrades.

- B. Community Survey Question Feedback. Ms. Trimm asked the Board to consider providing feedback for a strategic planning survey. There was a discussion among the Board members concerning possible survey questions and how to distribute the survey. The Board chose to postpone further discussion regarding the survey until the March 3, 2021 meeting.

## **8. COUNCIL REPORT**

There was no council liaison report.

## **9. DIRECTOR'S REPORT**

Ms. Trimm told the Board that Ms. Rachel Yoder has been hired as the Multimedia Specialist. Some of her duties will include managing the MakerSpace Lab and social media content as well as assisting with virtual programming.

According to Ms. Trimm, a discussion was held pertaining to the construction of a new elevator. She reminded the Board that this project had been delayed indefinitely due to COVID-19.

## **10. ROUNDTABLE**

Ms. Eberhard informed the Board that an article on the front page of the Littleton Independent featured Bemis Public Library and a picture of Ms. Trimm.

**11. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:23 p.m. The next meeting will be held on March 3, 2021.

Kristi Moran  
Recording Secretary