

## MINUTES

June 24, 2020

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

### ATTENDANCE:

Marcy Amore, Carol Hamilton, Fred Monaco, Bill Scott and Barbara Van Houten.

**CALL TO ORDER:** The meeting was called to order at 10:30 am.

**APPROVAL OF MINUTES:** Barbara moves to approve the minutes of August 8, 2019. Bill seconds the motion. Motion passes with Marcy abstaining.

**DISCUSSION:** The policies below were reviewed and some changes were made in preparation for the COA Board at the monthly meeting on July 15, 2020. They will be distributed to the full Board for a 30 day review. The policies will be voted on at the August meeting.

- 1) Library Policy: Change the revised date once approved to August 19, 2020 once voted on. Under the purpose section take out the entire sentence and replace it with; To provide a variety of materials to maximize circulation in the Senior Center Library. Under the policy section add "puzzles" to the list of donations. Under the borrowing in the second bullet section take out the wording of "please return them within one month" and instead add they are due back after one month. Under the procedure section and under # 2 replace the word "may" with the word "should".
- 2) Emergency Displacement and Continuity of Operations Policy: The revision date should be changed to August 19 2020 once approved by the COA Board. Under the first section labeled purpose take out the word "uninhabitable" and add the word "unusable". Under the second section of policy after the word Director, add the words "and designated staff". On the third paragraph and on the second line take out the word "will" and replace it with "may". On that same line take out the "reverse 911" and add "MySeniorCenter and Facebook". On the fourth section down add "zoom and virtual programming" to the list of services that may be provided to supplement on site programs and activities. Carol also wrote up a continuity plan for the COA for the purpose of accreditation. The Committee thought that the plan should be referenced. It was also suggested that this plan be called "options for a disaster recovery plan" instead of a plan. The committee also suggested that a designated person go over each and every service, identify and catalogue each need and then explore an alternative location or option for each. The COA staff does not currently have the time to do this, as it would be very labor intensive.
- 3) Electronic Equipment: The revision date should be changed once the board approves it at the August 19, 2020 meeting. We need to change the title to "Digital Policy" instead of "electronic". Bold the headings of Purpose and the Policy section. Under the purpose section take out the word "electronic" and replace it with "digital". Under the policy section's first sentence take out the comma after the word "life" and in the same sentence put the word "devices" after the word equipment. On the second line take out the word "electronic" and put in the word digital, change the word laptop to "laptops" take out the word electronic again and replace with "digital" in this same sentence. On the fourth line change the word "business use" to "commercial use". In the last sentence of this same section take out the word "available" and replace it with the word "offered". Take out the "mission of the computer lab" section entirely and also take out the "services provided" section entirely. Under the general guidelines in # 1 take out the words "write their name on". Under # 2 take out the word "usage" and replace with the word "patrons". In the second sentence add the words "and or devices" after the word computers. In the same #2 cross out the words "as there are a limited number available." In the next sentence take out the words "a particular machine" and add the word "equipment". In #3 take out the first 2 words "computer lab" and capitalize the word "Users". In that same

line take out the words "use equipment". Under # 4 take out the words "computer lab". Under # 6 take out the word "jump" and add the word "external". In that same section take out the words "and paid for commercially". In #7 take out the first 6 words and start the sentence with "Users". Add # 8 to # 7 but amend #8 to read: "Users may not delete, add files, or change settings or configurations of any kind". In # 9 change the word "drink" to the word "beverage" and take out the words "computer lab or library room" and replace it to say "when using equipment". In # 10 combine the first and second sentences, the second part with read "and will have priority in the lab". In the same section take out the words "room and computers" and replace it with "other devices". In # 11 take out the word "computer" and add the word "volunteer". In # 12 take out the first 4 words "Lap tops and other " and start the sentence with "Personal". Take out the last sentence in #12. Replace it with "However, the COA's WIFI is available. In the very last section labeled Personal Electronic Devices Use and instead call it Administrative / Office Devices. In the first sentence take out the word "lap top" and take out the word "personal" and in the next line take out the words "or programs and". Finally, in the very last line take out the words "signed request to the director".

- 4) Program and Service Evaluation Policy: The group decided to wait to review this policy. The Evaluation Plan Tracker was reviewed in March 2020 at the Evaluation Committee meeting and the committee was supposed to meet again in June, but did not due to the pandemic. This policy will need to be reviewed by October of 2020 and another meeting will have to be set up.

- VOTES:** 1) Library Policy - Barbara makes a motion to accept the changes. Fred seconds the motion. Committee voted unanimously to accept the changes in the library policy and recommend to the full COA Board.
- 2) Emergency Displacement and Continuity Policy - Fred makes a motion to accept the changes and Marcy seconds. Committee voted unanimously to accept the changes in the Emergency Displacement and Continuity Policy and recommend to the full COA Board
- 3) Electronic Equipment Policy - Fred makes the motion to adopt the changes. Marcy seconds. Committee voted unanimously to accept the changes in the Electronic Equipment Policy and recommend to the full COA Board.

**NEXT MEETING:** No meeting time was set.

**ADJOURNMENT:** The meeting was adjourned at 12:36 PM. Motion by Marcy and seconded by Fred.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging