

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

February 25, 2020

**7:00 PM**

Shrewsbury Public Library  
609 Main Street  
Shrewsbury MA

1. **7PM Call to order of Board of Library Trustees Meeting by acting chair Kevin McKenna**
2. **In attendance:** Dean Gillam, Deb Lebeaux, Jeff Billingham, Kevin McKenna, Nancy Gilbert, AnneMarie Bird, Ellen Dolan, Priya Rathnam
3. **Absent with notice:** Lisa Powers, Joan Barry, Clare O'Connor
  
4. **Review and act to Approve Minutes** – January 7, 2020 Motion to approve made by Nancy Gilbert and 2<sup>nd</sup> by Dean Gillam, unanimously approved.
5. **Review and act to Approve Monthly Report of the Library Director** (Feb report of activities in Jan 2020) Motion to approve made by Dean Gillam and 2<sup>nd</sup> by Jeff Billingham, unanimously approved.
  
6. **Financial & Legislative**
  - a. Review of FY2020 YTD Report – on track for remaining 4 months of fiscal year
  - b. Update on Library Trust Funds Report – 2<sup>nd</sup> quarter dated 12-31-2019 (see attached) As previously agreed, we will only use the interest accrued from the previous year for the audio collection
  - c. Update on FY2021 Operating Budget Request
    - o Current status of request (with reduction approved Jan 28, 2020) – Town Manager has asked for a reduction of office supplies by \$1000 to help deal with budget constraints
    - o Finance Committee hearing scheduled for Saturday February 29 at 10:45am
  - d. Board of Trustee bylaws review
    - o Discussion of proposed changes - we reviewed the various proposed changes to the bylaws with most of the discussion pertaining to the creation of a board treasurer position and a finance subcommittee. It was decided to continue the discussion at the next meeting before calling for a vote.
    - o Vote to occur March 24
  
7. **Facility, Equipment & Grounds** – Shelving has been ordered for the holds shelf and new books area. Ellen will make inquiries into outdoor lighting for the new library sign near the children's courtyard.
  
8. **Gifts and Grants** – We have already received some gifts to the Library Foundation in honor of Ellen's service as director.
  
9. **Programs & Services**
  - a. Review and Act Upon FY2021 Service Calendar – motion to approve made by Nancy Gilbert and 2<sup>nd</sup> by Dean Gillam, unanimously approved.
  
10. **Personnel**
  - a. Update on hiring process for Assistant Director position – Priya reported that her hiring committee received 15 applications and will begin first round interviews in early March. She hopes to have the position filled by the end of March.
  - b. FMLA leaves
    - o 3 employees, 2 will require supplemental staffing for the period May 11 to November 20, 2020
      - o Propose mix of Bibliotemps (20 hours per week for a professional position) and use of existing PT staff for an additional 10 hours per week
      - o Request Reserve Fund transfer for May/June- for last 2 months of FY2020, as this expenditure was not anticipated

May wait until late FY2021 to determine amount needed for FY2021. Ellen noted that the Town Manager is aware of the situation and will work with us to cover the expenses.

### **11. Shrewsbury Public Library Foundation**

- a. Foundation Board Request for Letters of Interests – no letters were received so the Foundation will be putting together a group to help with an annual appeal.

### **12. Friends of the Library**

- a. Update on Friends activities
  - o February Foreign Film Festival - Melissa Misiewicz was acknowledged for her work in coordinating another successful event. The Friends are looking for someone to take over the Program Co-Chair position, upon Melissa's retirement from the Friends position.
  - o Annual Book Sale -March 26-29 – volunteer signup has been distributed by Co-Chairs Claire Nagle and Patricia Segerson

### **13. Miscellaneous**

- a. Other Business – We received a thank you note from library staff for the appreciation breakfast that the Trustees sponsored on Feb 14, 2020.

**14. Next Meeting:** March 24, 2020

**Motion to adjourn made by Dean Gillam and 2<sup>nd</sup> by Jeff Billingham, unanimously approved. Meeting adjourned at 7:45pm.**

Submitted by Nancy Gilbert, secretary pro tem