

## BOARD OF LIBRARY TRUSTEES MEETING MINUTES

January 7, 2020, 7:00 PM

Shrewsbury Public Library

609 Main Street

Shrewsbury MA

1. **7PM Call to order of Board of Library Trustees Meeting.** Present: Joan Barry, Jeff Billingham, AnneMarie Bird, Nancy Gilbert, Dean Gillam, Deb Lebeaux, Kevin McKenna, Lisa Powers, Chair Clare O'Connor, and Library Director Ellen Dolan.
2. **Review and act to Approve Minutes – November 26, 2019.** With one small spelling correction, a motion to approve was made by Nancy Gilbert, seconded by Joan Barry, and unanimously approved.
3. **Review and act to Approve Monthly Report of the Library Director** (Nov & Dec reports of activities in Oct & Nov 2019). Library Director Ellen Dolan provided more information to the Trustees on the Town Information Team. Many people come to the library requesting information about services and programs provided in Shrewsbury, especially those relating to children and to English as a Second Language (ESL). A group of library staff is working to improve the collection and dissemination of basic information about town services and programs. Ellen Dolan also gave a little bit of information about the research staff are conducting on a new website design for the library, a design that will be well-suited to the special needs of library patrons. A motion to approve the monthly report was made by Nancy Gilbert, seconded by Dean Gillam, and unanimously approved.
4. **Financial & Legislative**
  - a. **Review and Act upon FY2020 YTD Report.** Library Director Ellen Dolan reports that we are “right on track”. There is an intended increase in spending on library materials, and everything else is on target or slightly below budget. A motion to approve was made by Kevin McKenna, seconded by Lisa Powers, and unanimously approved.
  - b. **Update on FY2021 Operating Budget Request development**
    - o **Budget Review Meeting with Town Manager**
    - o **Town Manager’s Approval 1.** The Library Trustees and Library Director will meet with the Finance Committee on February 29<sup>th</sup>.
5. **Facility, Equipment & Grounds**
  - a. **Windows 10 Upgrade to AMHU and Self-check units.** Ellen Dolan informed the trustees that the automated handling and self check-out systems need to be upgraded to Windows10. The cost to make all units compatible with Windows10 is \$26K. This is an unanticipated expense. Ellen spoke to Town Manager Kevin Mizikar about this unanticipated expense. Ellen recommends that in the future we build this expense into the budget. To cover the expense, Ellen recommends that we use library state aid funds; she notes that we have sufficient funds, and that this is an excellent use of library state aid. A motion to approve using \$26K of library state aid to fund the upgrade was made by Joan Barry, seconded by Jeff Billingham, and unanimously approved.
6. **Gifts and Grants**

- a. **GWCF Grants.** Ellen reports that the library recently received two grants from the Greater Worcester Community Foundation: \$5000 for the English Conversation program, and \$2500 for the Memory Café program. Ellen notes that the English Conversation program is held approximately five times per week, and attendance ranges from 5 to 25 people. The program is not just about language acquisition, but is also about learning the culture and making social connections.

## 7. Policy

- a. **Review and Act Upon Update to the Display, Exhibit And Bulletin Board Policy.** There is now a bulletin board in the Children's Room. The policy has been updated to include reference to the new bulletin board. A motion to approve was made by Joan Barry, seconded by AnneMarie Bird, and unanimously approved.

## 8. Personnel

- a. **Update from Director Search Subcommittee.** Search Committee Chair Kevin McKenna provided an update on the search for a new library director. He informed the trustees that five people made the initial cut. Of those five semi-finalists, two outstanding candidates were selected as finalists: our own assistant director Priya Rathnam, and the director of the Boylston Public Library, Jennifer Bruneau. Each finalist will be interviewed by various contingents from the town and the library over the course of one day. Those interviews are scheduled for later this week. Some of those interviews will be open meetings, and they have been posted on the library website. The Trustees will meet on January 14<sup>th</sup> at 7pm to receive the recommendation of the Search Committee and to make a final decision.
- b. **Change in Sunday personnel.** Ellen informed the trustees that Keridan Doyle is leaving. She worked Sundays. Diane Richmond has been hired to take her place.

## 9. Friends of the Library

- a. **Update on Friends activities**
  - o **Successful Holiday Open House.** Ellen extends a special thank you to Friends Program Chairs Melissa Misiewicz and Ann Ottoson,
  - o **2pm each Sunday in February - Foreign Film Festival .** The Foreign Film Festival is always popular. Films will be shown on Sunday afternoons in February. Admission is free. Films this year are: A Sunday in the Country (France); Turtles can Fly (Iran); We are the Nobles (Mexico); and Comrades: Almost a Love Story (Hong Kong).

## 10. Miscellaneous

- a. **Other Business.** The two candidates for library director will each be interviewed this week. The trustees will reconvene on January 14<sup>th</sup> to make a final decision as to the new library director.

- 11. **Next Meetings:** January 14<sup>th</sup> (special meeting), and January 28, 2020 (regular monthly meeting). A motion to adjourn was made by Dean Gillam, seconded by AnneMarie Bird, and unanimously approved.

Respectfully submitted by library trustee and secretary, Lisa Powers.