

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

January 28, 2020

7:00 PM

Shrewsbury Public Library
609 Main Street
Shrewsbury MA

In attendance: Clare O'Connor, Dean Gillam, Deb Lebeaux, Jeff Billingham, Kevin McKenna, Nancy Gilbert, AnneMarie Bird, Ellen Dolan, Priya Rathnam

Absent with notice: Lisa Powers, Joan Barry

1. 7PM Call to order of Board of Library Trustees Meeting by Chair Clare O'Connor

2. **Review and act to Approve Minutes** – January 7, 2020 minutes: Motion to approve made by Dean Gillam and 2nd by Deb Lebeaux, unanimously approved. January 14, 2020 minutes: (with correction to add Clare O'Connor and Kristina Anderson as attendees at Personnel Subcommittee meeting with Town Manager Kevin Mizikar) Motion to approve made by AnneMarie Bird, 2nd by Kevin McKenna, unanimously approved.

3. **Review and act to Approve Monthly Report of the Library Director** (Jan report of activities in Dec 2019) Motion to approve made by Dean Gillam and 2nd by AnneMarie Bird, unanimously approved.

4. Financial & Legislative

- a. Review of FY2020 YTD Report – on track with 5 months of fiscal year remaining
- b. Update on FY2021 Operating Budget Request development – Projected FY2021 Town budget is expected to have a \$1M deficit, so town departments were asked to find areas in their budget requests that could be reduced. Ellen recommended we eliminate the new shelving @ \$4,215. Motion to approve this cut made by Nancy Gilbert and 2nd by Dean Gillam, unanimously approved. Ellen reported that she and Priya were working on securing a quote for two shelving units, one for the public holds area, another for the new book area.
 - o FinCom hearing scheduled for Saturday February 29- library time slot TBA
- c. FY2021 MBLC Library Legislative Agenda- focus on Library State Aid funding - focus for next year is State Aid to Public Libraries with a requested increase of \$2,098,919 which would mean an increase in our state aid.
- d. Board of Trustee bylaws review – we have not had a thorough review of our bylaws since 2008 so we discussed several areas that need attention, including the possible creation of a treasurer position, a change to the Facility Committee's advisory role to the town's Public Facilities Dept, as well some changes to wording in general policies. Clare and Ellen will collaborate to create a written draft of proposed changes to be presented to the board for review and approval at a subsequent meeting.

5. Facility, Equipment & Grounds

- a. Update on Quiet room doors and sound reducing panels – Ellen and Priya met with Jan Pelletier from Nault Architects and Keith Baldinger from Public Buildings with regard to the installation of soundproof panels for the stairwell. Estimated cost of panels and the doors to the Quiet Room is \$14,000. This is considerably less than the original expected cost of \$22,000.

6. Gifts and Grants - N/A

7. Policy- N/A

8. Personnel

- a. Welcome of new Library Director, Priya Rathnam
- b. Transition Plans for new Director – Priya presented the board with a list of her current activities, which included her activities calendar, joint monitoring of spending requests, attending board meetings – see

attached for complete report. Ellen is sensitive to the need for Priya to continue her assistant director duties while taking on some of the director's activities.

- c. Overview on hiring process for Assistant Director position - Priya will be responsible for the hiring of her replacement and will create a committee to include a trustee (someone from the Personnel Subcommittee), a library department head and a member of the community. An outside posting of the position will be done shortly with a deadline of Feb 20 applications, followed by interviews and selection to be done by the end of March.

9. Shrewsbury Public Library Foundation

- a. Correspondence from Claire Nagle – Claire has decided not to remain on the Foundation board at the end of her current term (Dec 2019)
- b. Foundation Board request to replace/add members to Foundation Board
 - o Request for Letters of Interest has been advertised, with a submittal deadline of Jan 22.

10. Friends of the Library

- a. Update on Friends activities
 - o 2pm each Sunday in February - Foreign Film Festival

11. Miscellaneous

- a. Other Business - Staff Appreciation Breakfast – February 14 from 9:00am – 10:00am
 - o Nancy Gilbert will coordinate and requested help from the board, as this is sponsored by the trustees
- b. Request for Author to sell books at program – local author, Dhriti Aiylam, wished to sell her book at an upcoming Feb book launch at the library. Motion to approve made by Deb Lebeaux, 2nd by AnneMarie Bird, unanimously approved.

12. Next Meeting: Feb 25, 2020

Motion to adjourn at 8:45pm made by Kevin McKenna, 2nd by Dean Gilliam, unanimously approved

Respectfully submitted by Nancy Gilbert, secretary pro tem

Attachments: Transition of Duties