

12-11-23 Board of Trustee Meeting

Present

Karen Obrien director

Leigh Kozack president

Ginny Jacques Vice chair

Suzanne Lopes Clerk

Jayne Kelleher

Paul Zeller

Heidi Doherty

Meeting called to order at 1902

1. Review and approval of minutes Nov 6, 2023 motion Sue, 2nd Ginny all in favor
2. Directors report
 - a. Programming : A little light in December, statistically Dec is our lowest door count so we don't do as much programming. Flower arrangements last week was very popular. Please refer to monthly calendar. 17 teens last month at a program!
 - b. Statistics: nothing to note out of the ordinary, please refer to handout.
 - c. Finance and budget: please refer to handout, nothing extraordinary to note.
 - d. Building facilities: Construction out from happened today! For water diversion from the front door. Greg paid for out of town money and we will reimburse from library money after the dissolution of the old board. Back of building will happen in the spring. Leigh updates us on the transfer of cooperation to the town. Supposed to happen this month. Discussion ensued regarding the closing of the parking lot land from the church to the town. Leigh will call a meeting of the old board when the time is right. Nothing is happening very fast. Meeting room closet completed.
 - e. Staff: Friends had fall book sale and raised \$1300. 3 staff have been formally trained by sails and "workflow". 2 libraries and attending collection development seminar sponsored by American Library Association. Karen is supporting more formal training. Two staff development days are planned for the future. Rebecca is retiring. We need to plan a party. Job will be posted in January. This is currently a 24 hour fully benefited position. This may change. Also we will do additional Thursday night hours with shorter hours on Friday. Karen is working on this for the budget. Budget gets approved in January.
 - f. Misc projects: MLS (Mass Library System) came to meet with Karen. Offered to do a collection development audit also a space audit, to look at the space in the building and make sure we are using space appropriately. SAILS app is down, new app will not be

available until for a few months. We need a new copy machine. We need a new verizon fax box. New migrant families coming in December. Library will provide services as we provide services to all families.

3. Other/ open discussion: Book lists due to Melissa for a board of trustees table in January. Library email, people have trouble logging in. We need a new password. Eagle scout will be on the agenda for January. Annual appeal of the Friends goes out in January. Trustees should consider creating a foundation to raise money, as previously discussed. If we had this, we could do an annual appeal to raise money for the library. We need people to do art displays. We need a carpenter to put legs on old card catalogues. We need to look at donor list on web page to organize better.

4. Conclusions: Leigh ends the meeting at 2010. Motion Sue, 2nd Ginny.