

Raynham Public Library
Board of Trustees Monthly Meeting
February 12, 2024 - 7:00 pm

Present:

Dr. Leigh Kozak (President)

Heidi Doherty (Treasurer)

Paul Zeller

Ginny Jacques (Vice President)

Jayne Kelleher

Karen O'Brien (Library Director)

Absent: Sue Lopes (Secretary)

Proceedings:

Meeting called to order at 7:01 pm.

Review:

January 8, 2024 meeting minutes were reviewed and approved

Motion made by Heidi Doherty, seconded by Jayne Kelleher

Vote: approved 5-0

Directors Report:

Building – Eagle Scout project revisions include change of patio placement to be centered between monuments on front lawn with pathway from left side driveway. Discussion regarding a second path to connect to parking lot. Since this is out of scope for size of Eagle project, Karen will inquire about funding and contracting for this path and matching the paving stones.

Lucas arrived to answer any questions on revised plan. He explained the type of pavers that will support wheelchair use as well as size of patio and path. Pavers are 12 inch squares, walkway will be approximately 19-21 feet with patio size 12 feet by 12 feet. Flower pots will be placed at the four corners of the patio (rather than a garden) for ease of planting. Lucas will address any questions or concerns with irrigation lines to our service provider, Yukon Landscaping.

Discussion on insurance and liability – Karen will give information to Greg Barnes, Town Administrator along with a form that Lucas needs completed for Boy Scouts. Lucas offered to meet with Greg or town personnel to answer any questions regarding the project.

Since tomorrow's town meeting is canceled due to impending storm, Karen will provide information at February 20th Selectmen meeting.

The library is closed tomorrow due to storm.

Programming – Multiple upcoming large projects for spring include:

March: Friends of the Library "Trinkets & Treasures" sale. Raynham Reads book will be announced March 1st, events will take place in April.

Three "Total Eclipse" programs – 1 youth event, 2 adult events (collaborating with Raynham Senior Center for an eclipse watch party) and Universe from the Backyard with Stephen LaFlamme.

April: Friends of the Library "Raynham Reads" book will be "Remarkably Bright Creatures" by Shelby Van Pelt. Three events including book talk, kids craft and kids event.

May: Friends of the Library book bi-annual sale

There will be a lot of social media surrounding these events. Next (fiscal) year will request spacing large events throughout the four quarters.

Karen mentioned looking at implementing programming for the migrant population that arrived in town in December. There are approximately 42 children attending school, and 58 preschool children in hotel. She meets with other town department heads and representatives from the state regarding the

migrants and homeless in town. The National Guard and an outside 3rd party vendor provides transportation to medical and legal appointments but other than that, residents are only able to walk to nearby areas. Karen is looking at implementing story hours, crafts and services to them at the hotel. Question regarding need for multi-language books – Karen said other libraries have plenty that we can use.

Finance & Budget – budgets are starting soon at end of February but not received yet. Nothing outstanding in monthly budget report. New copy machine (less expensive, more features) so costs will go down in budget. Discussion on who can fund extra path for patio. Statistics are fine, some numbers are up including door count (overall and increase on Saturdays) and use of Hoopla. Since Hoopla is charged by usage, it went over budget. Usually \$800-\$900, currently at \$1400 a month. Karen is looking into adding “Mango Language” to collection – this is a web based program to learn languages.

Staff update – Rebecca Hall retires on February 23, 2024. There is a collection for gift card if anyone wishes to contribute. There will be a memory book for anyone to sign, it will be put out next week when it arrives. Social media will cover.

Karen, Jessie and Melissa interviewed candidates for Circulation Supervisor and have narrowed down to an experienced applicant. Once approval from town regarding the contract, the position will be offered. Hopefully an offer made by next week with a mid-March start date for new staff member.

Friends of the Library Update – Karen will be providing a luncheon to celebrate our Friends group. The National Friends of the Library month was in October but there was too much going on, so they agreed to wait until after the holidays. She passed out colored hearts for each board member to write a thank you type message which will decorate the table at the luncheon. Jayne will attend the Friends meeting on February 27th and Ginny will attend the March 26th meeting to represent the Board of Trustees.

Policy – Review of Home Delivery form. Volunteers will be CORI checked and will drop off and pick up bags of books at individual homes. Only staff will check out materials due to privacy. Karen has a small list of about 20 patrons to approach for this monthly delivery. She will ask Friends of the Library to volunteer after staff pilots the program. Questions/discussion included having a training for volunteers, badges, use of bags for ease of transfer (deliver new materials, receive return materials), and requests for home delivery without need of reason (privacy). Discussion regarding if policy needed, consensus is that a policy is not needed. Suggested change on form of moving one section.

Miscellaneous –

Library is closing like other town offices tomorrow due to impending storm. Posted on building, and social media.

If anyone has not been reimbursed for staff/BoT party, please see Karen.

Girl Scout Silver Award – no update at this time

Library displays – Heidi found an art teacher interested in displaying their artwork. She has also reached out to other schools. Leigh has reached out to multiple organizations and may have an artist interested that has done artwork for her husband. Please reach out to help find people or organizations who may be interested in any type of display.

Next policy review will be the Bulletin Board policy at our regular March meeting.

Next Meeting: Monday, March 11, 2024. Meeting concluded at 8:16 pm.