

Board of Library Trustees
Minutes 11/9/21

Present: Monika Brodsky (Chair), Jeanne Ivas (Vice Chair), Christine Smith, Kathleen Fitzgerald, Kathryn Mudgett, Sarah Cassidy, Judy McConarty (Director), and Rachel Breen

Call to Order: Meeting called to order at 7:04 PM.

Public Comments: None.

Additions to the Agenda: Coffee Maker and Donation.

Approval of Minutes: October 12, 2021 minutes approved.

Reports:

Director: Judy reported that in October there were over 5,500 walk-in visits to the library as well as 46 new library cards issued. Over 5,200 physical items were checked out as well as 2,300 eBooks/eAudiobooks from Libby/OverDrive. NPL served as a warming and charging center Friday, October 29th through Sunday, October 31st. Many people utilized the library as well it's WiFi and charging capabilities during the widespread power outage.

Financial: As of the end of October, the remaining balance in personnel services is \$377,487.55. The remaining balance in general expenses is \$118,048.94. The total for the cash drawer receipts from July-October is \$702.76, and the total for copier money is \$501.

Friends/Foundation: A gift basket was donated to the Friends for them to use for a December raffle. Monika created a flyer to advertise that the Friends are looking for new members. This was included in the library's newsletter and distributed as handouts to patrons. General discussion of the Friends Meeting held on Wednesday, October 13th and next actions.

Circulation & Library Card Policies:

Circulation Policy: Trustees voted and approved the Circulation Policy as amended.

Library Card Policy: Trustees voted and approved the Library Card Policy as amended.

Payroll Authorization: Trustees will authorize weekly payroll until the new Director is hired.

Weather/Emergency Closure Authorization: Trustees voted and approved that in the absence of the Director the Assistant Director is authorized to close the library in a weather related/emergency event.

Building Project/Library Updates: Judy provided the Trustees with a copy of the building project punch list and briefly went through each item on the list. If the library decides to replace the Book Return the equipment and labor for the work would be at the library's expense. The Hanover Frame Center will be installing three framed maps in the Local History Room.

Memorandum of Understanding with Norwell Historical Society: Judy reminded the Board that a Memorandum of Understanding needs to be created between the library and the Norwell Historical Society.

Upcoming Meeting Dates:

Tuesday, January 11, 2022

Tuesday, February 15, 2022

Tuesday, March 15, 2022

Tuesday, April 26, 2022

Tuesday, May 17, 2022

Tuesday, June 21, 2022

Coffee Maker: Chris is researching companies for a possible coffee machine in the café.

Donation: The library generously received a donation from Ivas Environmental.

The next meeting will be Tuesday, December 14, 2021.
Meeting adjourned at 8:18 PM. Recorded by Rachel Breen