

Minutes of NPL Trustee meeting held Tuesday, February 15, 2022.

Meeting started at approximately 7:04 PM via Zoom remote participation.

Participants were Rachel Breen, Library Director, and trustees Chris Smith, Sarah Cassidy, Kathryn Mudgett, Kathie Fitzgerald and Monika Brodsky (Chair).

There were no public comments.

Several items were added to the agenda.

Minutes from our January meeting were unanimously approved.

Rachel shared her director's report which included numerous community groups reserving and using the large meeting room. The financial and statistical reports were reviewed. Rachel's budget request was submitted to Susan Darnell of the advisory board and she felt it was appropriate. Budget approval will be decided on March 3, although that needs to be confirmed.

The issue of the electric cost was raised. Rachel brought up this cost with both the Oudens Ello and Ted Nichols, Norwell facilities manager, to see if they could offer suggestions to reduce costs. Our heat is electric (used to heat coils) with gas only being used in a minimal capacity. Rachel told Christine McCarthy, town accountant that we were 24K over budget for electricity so far. Christine is understanding about this and is going to suggested that 45K be added to our budget. She will discuss with Peter Morin and they will determine from which town funds the additional monies will be allocated. Rachel brought up a possible future request from a patron regarding holding a bible study class in the large meeting room. This request fits in somewhat of a gray area as far as library policy is concerned, so Kathie recommended Rachel check with other libraries. Monika will research trustee forums to see if the topic has been raised there. Chris suggested we see if this group is representing a specific church in any way.

Friends and Foundation update: Rachel attended the most recent Friends of the Norwell Public Library meeting, held on January 19th. It was encouraging to hear that there have been a number of new members joining the group. There are two new co-chairs, Laura Messner and Julie Moore, and a new secretary, Claire R. In addition, there are three other members who will be assisting with general duties. The next Friends meeting is Wednesday, February 16 at 6:30PM. Monika will attend. Kathie and Chris would like to find out which groups sponsor which library passes, as Kathie indicated Tracey White said the foundation could sponsor one. Monika will ask the Friends.

Building Project Updates: Rachel shared that unfortunately there has been some buckling of sheetrock near the circulation desk and on the ceiling there. She immediately had the architect visit to see. This is due to the spec of ¼" sheetrock. When it was installed flush with the ceiling it didn't allow for deflection and hence the buckling was caused. There are no structural concerns.

Children's carpet replacement: although there is still no date, there is good news in that the furniture and shelving will not have to be stored while it is replaced. Instead, they can reinstall the carpet in one area at a time while the furniture is moved around to other areas in the library.

Art Exhibit

The first art exhibit will be held in our new library. The senior show of the council on aging will be installed on March 1 and be on display for a month. There are no future shows at this date. Rachel is going to reach out to the high school to see if they would like to display works.

Library website:

The library will have a new website. This had been discussed for some years, but the building project pre-empted it. SHD Marketing will be creating the site. Susan Davis of that group (and longtime library patron) is in charge. The cost is projected to be \$3,000, including content migration. Emily Goodwin, our technology services librarian, will be assisting. There is no target timeline for its completion yet.

Personnel Update;

New Library Director Rachel shared that she and Barbara Childs have been working on the job description for Assistant Library Director. Sarah asked if more than of the library staff will be involved in the decision. Yes, another librarian will be involved in this decision, to be determined.

Additions to the agenda:

The trustees and Barbara Childs are in agreement that goals should be agreed on with our new library director. Suggestions were raised but it was agreed they will be more specifically determined when our full compliment of trustees are together, at our next meeting in March. Mentoring by Meaghan James was suggested. Meaghan has already reached out to Rachel to start this consultation.

Rachel clarified the decision to close of library for two days period was based on consultation with town administrator or other town personnel. Rachel checked with other local libraries, who were also closing for two days (Hull, Cohasset) and also with town personnel, including Peter and they were ok with the decision. Some town personnel had also mentioned concerns of having enough staff to clear snow.

It was agreed that our next meeting would be held in person at the library on Tuesday, March 15.

Meeting concluded T approximately 7:40 PM. Minutes recorded by Monika Brodsky