

Board of Library Trustees
Minutes 1/17/23

Present: Jeanne Ivas (chair), Kathryn Mudgett (co-chair), Sarah Cassidy, Lauren McNeil, Monika Brodsky, Christine Smith, and Rachel Breen (Director)

Call to order for executive session: 6:49 p.m. Purpose of executive meeting: to complete director evaluation and discuss director goals for coming year

Trustees went through performance evaluation criteria then brainstormed goals for director for the year

7:00 pm Monika Brodsky arrived

Agreed on following goals to be discussed with director:

1. Staff retention and development
 - Inservice training re. customer services
2. Investigate cooperative ventures with other libraries
3. Continue policy reviews and update
4. Encourage Friends to utilize MBLC resources and increase fundraising
5. Investigate uses of maker space and implement use plan

Resumed open session at 7:16 pm

Public Comments: none

Additions to Agenda: none

Approval of Minutes: postpone until next session

7:26 pm Chris Smith joined meeting via Zoom

Director's Report: No questions. Director shared that one of her goals for this year is to become a "fine free" library. NPL is one of the last libraries in the OCLN network that is not fine free. NPL is fine free for seniors (patrons 60 years or older) and fine free does not include missing or damaged books/items. Director noted benefits of becoming a fine free library as: it is good PR and it removes the barrier of accessibility for certain patrons. Director will look into procedure for changing fine policy - she will contact new town administrator. Jeanne thinks we can determine that and vote on it at a Trustees meeting and make that decision.

Financial Report: At the end of December the balance in personnel services is \$325,468.62. The balance in general expenses is \$130,850.00. The total for fines collected was \$414.06 and the total receipts for the copier was \$110.00.

Friends: The Friends of NPL were able to make their quarterly deposit. At their last meeting they set meeting dates for the rest of the fiscal year (dates are posted on library calendar) and decided not to have meetings over the summer. They currently have \$2,000 balance in account and are still in the process of withdrawing money from the endowment - it has proven to be a very long process. They secured a new sponsor, Chelsea J. Photography, who will sponsor a museum pass.

Foundation: Nothing to report.

Library Updates: At the start of the New Year, the library hired a new Library Shelver Olivia Fiorella to the staff as well as Michaela Lake as new Library Associate. Director is currently interviewing two candidates for the Young Adult position. Discussed new art display in meeting room. Rachel and Zoe have booked every month (just about) until Dec. 2023. Zoe kick started a Thursday drop-in technology help offering to patrons. So far they have had an average of two patrons per session. Dead/dying trees were cut down in the back. Snow plowing company that was hired by town did a poor job - Director took pictures and will share then with DPW director Glenn Ferguson.

Staff Training: Director would like to offer Dementia Friends training to all staff. Susan Curtain of the COA would conduct the training. Motion made to allow director to determine a morning the library would have a delayed opening in order to conduct training. Motion unanimously carried.

Weather-Related Emergency Closing Checklist: reviewed and unanimously approved to authorize director to take steps necessary as outlined in checklist, to close library in an emergency.

Director Performance Evaluation: Jeanne Ivas will meet with the director tomorrow to review evaluation and discuss goals.

Meeting adjourned at 7:52 pm. Minutes recorded by Sarah Cassidy.