
Minutes for Norwell Public Library Board of Trustees Meeting

Tuesday, April 25, 2023

Present: Jeanne Hagelstein-Ivas (Chair), Kathryn Mudgett (Vice Chair), Rachel Breen (Director), Monika Brodsky, Lauren McNeil, Sarah Cassidy and Christine Smith (both via Zoom).

Meeting called to order at 7:00 PM

No public comments

No Additions to the agenda.

March Minutes were approved.

Director's report: The walk-in tech help is not being widely used; maybe 1-2 people per month make use of the service. A teen survey is being conducted in the month of April. Walk-in visits were up overall. Approx. 7900 visits last month, which is the largest number yet. Study room use is also up.

There were a number of programs hosted during the month of March: Tai chi, knitting night, visits from Skipper the Dog, Norwell Cares book discussion, dinner and a movie, as well as a number of children's programs. Chef Abby had a cooking demonstration and class. Total of 15 people attended, with 5 cancellations. Zoe and Rachel are working on putting a system in place to get email reminders out to registered participants sooner. The current system is not allowing for enough time to notify people on the waitlist if there are cancellations.

Financial report. Electricity costs were down; \$10k for the first time since winter. Expectation of lower cost in summer as cooling less costly than heating. The library collected \$1200 in fines March, the largest amount this FY. Tabled discussion on going fine-free until the circulation policy is discussed. The library received its second disbursement of state aid for the year (\$12K). Total state aid for the year is around \$25k.

Friends of NPL have two new volunteers. Their next meeting is May 10. A sign was ordered from Citrus Daisy with Friends logo on it. The Chamber of Commerce will sponsor two museum passes: Gardner Museum and The MOS. The Friends are still looking for more corporate sponsors.

Personnel: Interviews on 4/26 for the Library Associate positions. There are 4 candidates, all with previous library experience.

FY 24 Closing Dates were approved.

Circulation Policy: Reviewed the different types of library cards. The updated policy will integrate all of library cards under heading, to include teach cards, organization cards, and residents of municipalities with decertified libraries. Homebound patrons will include those living at assisted living facilities.

Teacher card: allows educators to obtain a teacher's card that allows them to check out materials for four weeks. Not many teachers utilize it; maybe Charter School teachers who don't have access to a large on campus library. Discussion regarding adding language that would prevent those using teacher card from checking new adult fiction and best sellers.

Organization Card: Ultimately one person from the organization is responsible, but any employee could use it. The Friendship Hope and Cordwainer have cards.

Fines: All fines will be \$.10, other than museum passes and Hot Spots, those will be \$1.00. Financial Hardship waivers will be granted on a case by case basis by the staff.

Circulation Policy was approved unanimously.

Medication Policy: The current policy has not been updated since 10/2010. Rachel reached out to library directors and many do not have a medication policy at all. If staff are trained or required to administer medications or first aid, it may open the library up to liability issues. Discussion around need for epi-pens for children with allergies, NARCAN, etc. The decision was made to table the discussion and any proposed amendments to the current policy until more research can be done.

Meeting adjourned at 8:11 PM.

Minutes recorded by Monika Brodsky