
Minutes for Norwell Public Library Board of Trustees Meeting

Tuesday, May 16, 2023

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

Meeting called to order at 7:04 PM

No public comments

Additions to Agenda: Mtg dates for FY24.

April Minutes were approved.

Director's report: There is a lot happening at the library. The Newsletter will be on the Library Facebook and Instagram pages and in an e-blast. Norwell Spotlight TV is creating a monthly calendar via the Library YouTube page. Rachel will send us a link to the YouTube page. Discussed posting a link to the YouTube page on the library website.

Collection Size/Management: The staff weeds through the collection on a monthly basis. The goal is to create an appealing collection that is up to date and in good condition. The collection should not be crammed, aiming to have ¼ of the shelf space available. Books that are weeded out are donated to Beyond Words and to More Than Words, which benefits Boston Youth. The total max collection capacity is 85k.

Financial report. We are near the end of the fiscal year. Salaries are under budget for the year. Rachel is hopeful that she will not need reserve funds because the salaries will cover it. Fines: Still collecting fines. The fines go back to the general fund and is seen as revenue by the Advisory Board. It has been many years since the library was able to keep the fines collected.

Friends of NPL: May meeting was canceled. Next meeting will be 6/21. The Summer Book Sale is 6/26 at 1pm. The start of the book sale coincides with the Summer Reading kick off. Kona Shaved Ice Truck will be at the Kick Off. Theme for Summer Reading is "Find Your Voice." Citrus Daisy is going to donate another sign to go over the Children's Studio room. They have not secured sponsors for all of the museum passes yet. The following passes are not sponsored at this time: Children's Museum, Peabody Essex Museum, MFA, and Zoo New England.

Personnel: Library Associate positions have been filled. Hannah Kim and Kerri Donnelly are the new associates; neither are Norwell residents.

People are using the self-scan check out; plenty are still using in-person checkout as well.

The library will begin offering mobile/wireless printing. The vendor is EnvisionWare and will hopefully be up and running before the end of the fiscal year. Cost to the library: \$575/year. The fee will come out of the tech line in the budget. Users will set up a log on, email the document, go to the release station and pay for the prints, just like you do now.

Pam and Rachel took an Emergency Policy seminar. They will start putting together an emergency policy for the library. There is not one in place currently. They will start working on it in the fall.

Town Meeting: The Budget passed. Article 49 passed. Article has to do with vacation/personal time for employees.

Sunday Hours: Sunday hours resume in the Fall. Sunday hours are not OT for circ staff. Librarians are paid at 1.5 time at their step. Sunday hours are part of the issue with staff retention. Rachel is recommending that Sunday hours begin in October, rather than September following the summer hiatus. Also consider closing the Sunday of long holiday weekends. This would result in 3-4 additional Sunday per year with no Sunday hours. Examples: MLK weekend, Columbus Day, Labor Day, Patriots Day. We think the staff might find the Sunday commitments more manageable with these additional closures.

It would be difficult logistically to hire substitute librarians to cover Sunday hours. The position cannot just be added, it would have to go through the Personnel bylaws. Also, the substitute would have full access/control of the building, which is not something Rachel is comfortable with. Rachel will check with the MBLC about how other towns handle Sunday hours. Many of the PT circ staff are working both Saturdays and Sundays to keep the shifts covered. Jean noted it is difficult because the Sunday hours are making it hard to retain staff; but patrons expect the library to be open on Sundays. We did not take a vote on changing the Sunday policy to close on the Sunday of long holidays weekends. We will take a vote in June.

FY24 Meeting Dates through December 2023: 7/18, no August meeting, 9/19, 10/17, 11/14, and 12/12

Patron Satisfaction Survey: start thinking about possible questions/areas of interest: hours, services, resources, collection, etc.

Next Meeting: 6/20 at 7:00pm.

Meeting adjourned at 7:57 PM.

Minutes recorded by Lauren McNeil