

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: April 13, 2022

Meeting Location: Hybrid Meeting in Library Conference Room and via Zoom

Trustees Present

Library Conference Room: Tim Healy, Aimee Lominac, Adam Rodgers, Laura Cutone Godwin, Paul Gordon, Susan Wetmore, Chris Barrett; Via Zoom: Scott Staiti

Staff: Catherine McDonald (Library Conference Room), Jackie Powers (via Zoom)

Attendees: Jackie Natale (via Zoom)

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

Letter to Town Council

Booksale Agreement

DRAFT - Collection Development revision

Correspondence

Healy called the meeting to order at 7:05 PM.

Acceptance of Secretary's Report

Gordon moved to accept the secretary's report; Lominac seconded.

Motion approved unanimously.

Staff Reports

Lominac moved to accept the staff reports; Godwin seconded.

The motion was approved unanimously.

Rotary will donate \$300 toward tree planting to help replace the soon-to-be removed cherry tree on Avon. McDonald to ask Dennis Fazio (Cemetery, Forestry, and Park Divisions Supervisor)

about root excavation needed for tree replacement. The town has received funding for tree projects.

Plaza Jazz start and end dates are TBD but will be on Thursdays at least for July and August. May begin in June and/or end in September.

Motion sensors are old so the decision was made to replace all of them now (at the same time). They had been going off frequently over the past several months. There was discussion about motion sensor lighting. When this was reviewed in the past, there wasn't a great application for the library. Library has been switching out to LED.

Could there be a potential Eagle Scout activity with the tree removal/replacement? McDonald is staying in touch with Eagle Scout in case something comes up. Project would need to be approved by the Scouts.

In terms of the 100th anniversary, can people buy bricks related to the tree replacement project? Not sure that there will be many bricks associated with the project.

There was discussion about the Mental Health Community Forum. This is a coalition of groups to identify speakers that no single group could afford to bring on but, with pooled resources, the organizations together can bring them on. The speaker's focus will be the impact of competitiveness. Scheduled for May 4th.

Youth Advisory Council to be rebranded to account for the fun, engaging nature of the group.

Children's programs are all filling but there are caps on participant numbers (especially for younger groups who can't be vaccinated). Some summer programming may move outside and there won't be caps in that space. The Youth staff are making decisions pretty quickly and adjusting as circumstances change. There will be a full slate of activities for Summer Reading. The goal is to get back to normal as quickly as possible.

There have not been a lot of adult in person events because lots of speakers prefer to be remote. Trivia participation is not up to pre-pandemic levels, but online programs continue to draw attendance. There was a recent daytime online event that drew 30 attendees so that may be an underserved audience.

Public Participation

- n/a

Correspondence

- Email praising Annie about the Youth Room's book writing activity that was very well-received. The children's books were bound by the library and put in the catalog so patrons can check them out.

Committee Reports

Budget

Capital includes all the carpet on the main floor. McDonald won't know how much time it will take until the vendors provide bids/timeframes. In terms of scheduling the work, May is the slowest time period at the library. If that doesn't work, late August may be a good time. Need to factor in long lead time for the carpet given supply chain issues. The budget still needs to go to Town Meeting. We can't do the project until 7/1/22 (with the new budget), but bidding can happen once the budget is approved at Town Meeting.

Building and Grounds

Front sign: Healy has promised to complete the project to replace the front lawn signage.

Friends

- There is a book drop-off scheduled for 4/23. The June book sale will be at the Hurd.
- Book Sale Agreement: Healy signed the agreement on behalf of the Trustees.
- Next Friends meeting is 4/14. Barrett to attend on behalf of Trustees.

Gift Funds

Wetmore and Staiti have signed check cards for Fidelity.

Legislative Advocacy

- Gov. Baker made an announcement today about library funding. McDonald did not have the specifics yet but was not concerned about the amount.
- There is no time limit on using State Aid as long as the money is accounted for/earmarked for upcoming projects, events, activities.

Personnel

All present Trustees signed McDonald's evaluation. Staiti to sign the evaluation at the library at his earliest convenience.

New Business

Discussion of Collection Development DRAFT. The collection is the responsibility of the Trustees who typically defer to the Director who defers to the staff so we have a well-rounded collection. Having the policy provides a shared understanding of the community, library's mission, responsibility, selection process, scope of the collection, the collection maintenance, gifts, controversial materials/intellectual freedom, and revisions.

The Library takes every challenge to the book collection very seriously. Not everything is for everyone, but we want something for everyone.

The revision was prompted by the latest census data. Wakefield's demographics are changing so quickly, that the recommendation is to review them annually rather than every ten years to better meet the needs of the community. The new criteria includes "equity, diversity, and inclusion" but McDonald noted that those have always been a consideration.

The Library can't individually curate content on Hoopla (but the Library can remove/hide items). The Library does curate the collection in Libby. NOBLE also has a collection development policy.

Recommendation to include the policy in the new Trustees packet (if it's not already in there). Recommendation was made to review the policy annually.

Barrett made a motion to accept the changes to the Collection Development with the amendments; Lominac seconded.

The motion was approved unanimously by roll call vote.

Healy, who is not running for re-election, expressed how much he has enjoyed serving as a Library Trustee for the past 30 years, and expressed appreciation for past and present Trustees. He will continue to volunteer for Blossoms and Building & Grounds. The Trustees shared their appreciation and gratitude for Healy's service to the Library and the community.

Meeting adjourned at 8:25 PM.

Barrett made motion to adjourn meeting; Lominac seconded
The motion to adjourn was approved unanimously.