

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: May 25, 2022

Meeting Location: Remote Meeting via Zoom

Trustees Present

Jeff Quinn, Aimee Lominac, Adam Rodgers, Laura Cutone Godwin, Susan Wetmore, Chris Barrett, Scott Staiti, Jackie Natale, Paul Gordon

Staff: Catherine McDonald, Jackie Powers

Attendees: Benny Wheat

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

Board of Library Trustees Contact & Committee List

Board of Library Trustees & Friends FY23 Meeting Schedule

Library Holiday Schedule 2023

Continuing Education Request

Collection Development Policy

Correspondence

Quinn called the meeting to order at 7:03 PM.

Acceptance of Secretary's Report

Lominac moved to accept the secretary's report; Staiti seconded. Quinn made a motion to accept both secretary's reports (April 13 and May 3) at the same time. Motion approved unanimously by roll call.

Staff Reports

Godwin moved to accept the staff reports; Staiti seconded. The motion was approved unanimously by roll call.

Positive feedback to the inclusion of “This month at ____” in the staff reports.

Discussion of improving the sound/recording quality before the June Trustees meeting so we can gather in person in the library conference room.

Positive feedback regarding the nonfiction promotion via social media.

Repointing of the library front plaza is from the DPW masonry budget. While that work was being done, they did not repoint the front stairs as those need to be replaced.

Plaza Jazz will start mid-June (Zach Bridges) then McDonald is working with Berklee for July artists.

Public Participation

- Benny Wheat: Representing the Human Rights Commission. Extended invitation to Library Board of Trustees to make opening remarks at Pride (June 1st at 6:00) and Juneteenth (June 15th at 6:00) flag raising events. Lominac and Barrett volunteered to hoist the flag. (HRC is willing to hoist the flag but scheduling a time for training may be a challenge.) All are invited to attend. Expressed gratitude on behalf of the HRC to the Library Trustees for hosting the flags for June.

Correspondence

- n/a

Committee Reports

Budget

Library will use its full budget by June 30th.

Building and Grounds

No update regarding roof or front signs.

The Avon St. tree was taken down and a new one will be planted.

Fence in the staff parking lot that was damaged during snow removal was repaired by DPW.

Friends

- There have been two friends meetings since the last Board of Trustees meeting. Barrett and Godwin attended the meetings (respectively).

- Most of the Friends' meeting discussions were about: next year's slate of officers; membership drive; and the June book sale.
- New slate of officers has been verified and the vote will take place at the June annual meeting.

Gift Funds

- Wetmore and Staiti are caught up on all paperwork.
- McDonald to verify that previous signers are officially off the board.

Legislative Advocacy

- The State Senate voted yesterday on the budget. Every budget that has gone through has been good to libraries (i.e., hitting or exceeding MLBC's request).

Personnel

- Quinn to sign McDonald's evaluation at the June meeting.

New Business

Discussion of board positions:

Staiti nominated Quinn to serve as Chair; Lominac seconded. Quinn accepted the nomination. There were no other nominations. The appointment was approved unanimously by roll call.

Gordon nominated Lominac to serve as Chair; Natale seconded. Lominac accepted the nomination. There were no other nominations. The appointment was approved unanimously by roll call.

Barrett nominated Godwin to serve as Secretary; Staiti seconded. Godwin accepted the nomination. There were no other nominations. The appointment was approved unanimously by roll call.

Discussion of committee assignments.

- Barrett will replace Healy on Facilities.
- Staiti will replace Healy on Personnel. Current committee members agree that four is the right number for that committee.
- Rodgers will join Legislative Advocacy.
- Natale will join Gift Funds and Budget.
- Budget committee members are expected to attend the Town Council budget meeting.
- All other current committee assignments will remain the same.

Discussion of committee chairs.

- Personnel: Wetmore
- Legislative Advocacy: Rodgers
- Gift Funds: Staiti
- Budget: Gordon
- Facilities: Quinn

Committees for 2022-2023

- Executive: Quinn (Chair), Lominac (Vice Chair), Godwin (Secretary)
- Budget: Godwin, Gordon (committee chair), Natale, Rodgers
- Facilities: Barrett, Quinn (committee chair)
- Friends' Liaisons: rotating
- Gift Funds: Lominac, Natale, Staiti (committee chair), Wetmore
- Legislative Advocacy: Gordon, Rodgers (committee chair), Quinn
- Personnel: Barrett, Lominac, Staiti, Wetmore (committee chair)

Barrett made motion to accept all the board, committee, and chair assignments; Godwin seconded. The motion was approved unanimously by roll call vote.

McDonald will share guidelines regarding open meeting law for committees.

Godwin made motion to keep signers as currently listed on document; Staiti seconded. The motion was approved unanimously by roll call vote.

Discussion of 2022-2023 Library Trustees meeting schedule. Only change was to move the 4/26/23 meeting to 4/12/23. This will allow any new trustees who are elected on the 4/25/23 election enough time to get sworn in before their first meeting. Staiti made motion to approve 2022-2023 Library Trustees meeting schedule with change to April meeting date; Lominac seconded. The motion was approved unanimously by roll call vote.

Discussion of Library Holiday Schedule for 2023. The holiday closings are based on precedent. Lominac made a motion to approve the 2023 Library Holiday Schedule; Barrett seconded. The motion was approved unanimously by roll call vote.

Discussion of tuition reimbursement for Annie Hochneiser for two courses (Materials for Children; Beginning Cataloging and Classification) at San Jose State University. Trustees have options regarding if and how we fund these requests – for example, number of staff requests,

relevance of requests, etc. These requests are covered by Trustees unrestricted gift funds which currently stands at \$22K. Staiti made a motion to fund the full tuition reimbursement requested using unrestricted trustees funds; Gordon seconded. The motion was approved unanimously by roll call vote.

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.

Wetmore made a motion to adjourn the meeting; Barrett seconded. The motion to adjourn was approved unanimously by roll call.

Meeting adjourned at 8:26 PM.