

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: March 23, 2022

Meeting Location: Remote Meeting via Zoom *(Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting was conducted by remote participation.)*

Trustees Present

Tim Healy, Jeffrey Quinn, Aimee Lominac, Adam Rodgers, Laura Cutone Godwin, Paul Gordon, Susan Wetmore,

Staff: Catherine McDonald, Jackie Powers

Attendees: Jackie Natale, Madeline Naper

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

DRAFT - Collection Development revision

DRAFT - Borrowers' Rules and Regulations revision

Wakefield Daily Item article (2/11/22)

Announcement of Annual Town Meeting

Correspondence

Healy called the meeting to order at 7:02 PM.

Acceptance of Secretary's Report

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

Motion approved unanimously by roll call vote.

Staff Reports

Quinn moved to accept the staff reports; Lominac seconded.

The motion was approved unanimously by roll call vote.

Digital Media Lab: Users will need orientation (30 mins) before using it; 3 hour max per patron. One user at a time. Scheduled to open in April pending new computer.

Keep Me Safe program: Started in response to a Wakefield event where children were abused. A MA nonprofit that offers training to librarians and schools. It's a storytime for young children with a safety component.

Preservation Grant: Ensure that materials are being stored safely and appropriately.

Public Participation

- Jackie Natale: Running for Library Trustee.
- Madeline Naper: Youth Council representative.

Correspondence

- Notice about town meeting.
- Email praising Holly.

Committee Reports

Select committee chairs in May (after the town election).

Budget

n/a

Building and Grounds

At the capital planning meeting, there was discussion about a special warrant to address roof repair.

Friends

Wetmore attended the most recent meeting. They're working on ramping up membership and social media. Getting more volunteers, especially through recent book drop-offs. Talked about involving the Youth Council. Working on a new slate for their June election. Approached the town about the Friends by-laws.

Gift Funds

Continued issues with transferring names (from previous trustees to two current trustees) on the Fidelity account.

The Doherty bequest has been received and deposited to First Financial (unrestricted gift).

Legislative Advocacy

April legislative day will be virtual. Catherine will send the link.

Personnel

n/a

New Business

Director's Evaluation

Individual trustees submitted an evaluation that was then compiled into one document by the Personnel Committee. The committee also met with the director. Trustees were in alignment across the board. McDonald will confirm if all trustees need to sign; we can sign it at the in-person April meeting.

Lominac made a motion to accept the evaluation; Gordon seconded. Motion approved unanimously by roll call vote.

Policy Amendments

- Collection Development: Trustees are responsible for this. Given rapid changing demographics, McDonald recommends reviewing census data annually. A few pages were missing. McDonald will re-circulate for vote at the April meeting. Do we need to specifically note the Library of Things? Criteria selection should apply to items in the Library of Things.
- Borrowers' Rules and Regulations: Change is to remove the term "rent" since the library no longer rents items. Powers and McDonald clarified that patrons are billed for overdue materials for items that are never returned. Bills are sent six weeks after the due date: if the item is returned, there is no fine; if an item is lost, there is a replacement fee. Suggestion made to revise item #3 for clarification. Gordon made motion to accept the revised Borrowers' Rules and Regulations; Godwin seconded. Motion approved unanimously by roll call vote.

Library Staff Professional Development Day

The library would like to have a professional development day on Friday, May 20th. This is a contractual commitment. The library would need to be closed for the day. (The last professional development day was in 2019. Fridays are less busy and May is the quietest month of the year.) Lominac made motion to close the library on Friday, May 20th for staff professional development; Quinn seconded. Motion approved unanimously by roll call vote.

Next meeting is April 13th. The goal is to hold that meeting in person at the library. McDonald needs to arrange a trial of the meeting in advance for recording purposes. The town wants all meetings going forward to be hybrid or remote.

Godwin made motion to adjourn meeting; Gordon seconded
The motion to adjourn was approved unanimously by roll call vote.

Meeting adjourned at 8:06 PM.