

## **East Bridgewater Library Trustees Meeting**

August 17, 2021

Meeting was called to order at 7:09pm. Board members in attendance were:

Brenda Conca, Anne Marek, Cat Lea Holbrook, Jennifer Lonergan, Susan Murray, Russ Hannagan and Director, Christopher McGee.

Bills signed. A motion to accept the scribe's report for July 6th was made by Russ Hannagan and seconded by Susan Murray.

### **Motion passed**

### **Director's report-**

- **Stats:** New door counters were purchased and installed. This should make door counts more accurate. Patron numbers for June were slightly lower but there is still plenty of patrons visiting the library building daily. Circulation of physical materials continues to increase and was the highest since the start of the pandemic. Use of digital materials continues to rise and seems to be more popular than ever. Take and Make kits continue to be popular and will probably remain as part of the services that the library offers.
- **Facilities:** Brian Kiely got an estimate for the roof assessment from the contractor working on the Central School roof. Brian will follow up with the contractor regarding repairing various parts of the library roof individually. This project will be an ongoing process.
  - Signs and locks for the public restroom doors have been purchased. Stall panels will remain but the doors will be removed. A locksmith will be hired to install the new locks.
  - A safe has been ordered but it is on backorder.
  - The DPW is in the process of clearing vines and shrubbery between the library and Skinners.
  - New bookshelves have been ordered to house the on-going used books for sale by the Friends' of the Library. The shelves will be located on the 2<sup>nd</sup> floor and should arrive in late fall.
- **Staffing:** Joanna Furtado has been hired fulltime by the Stoughton Library. She will leave at the end of August. Joanna will be missed by her colleagues and library patrons. Many thanks for her service and best wishes in her new position.
- **Programs:** A juggler is scheduled for 8/18 on the front lawn. Funds from the Arts Council were used to pay for this program. Many other programs for all ages have been scheduled. Check the library website for upcoming events. The community Room is available once again – welcome back.
- **Hotspots:** The MBLC used federal funds to purchase hotspots for circulation (5 additional hotspots for East Bridgewater Public Library). Since federal funds were used to purchase the

hotspots, a content filter is turned on. If a patron wants the filter turned off, the circulation librarian can help.

- The Annual Report Information Survey (ARIS) has been completed and will be submitted to the state. Next due is the Financial Report.
- Motion to accept the Director's report was made by Brenda Conca and seconded by Russ Hannagan.

**Motion passed**

### **Friend's Report-**

The Friends' are going to have a membership drive via email blast to patrons. A membership fee was discussed to help generate funds. They may give a "gift" (like PBS) based on the level of membership donation. Another idea to generate funds is a gift card raffle and there will be a book sale in October. Currently, the Friends' have a bank balance of \$2,530.

### **Old Business-**

The Director, Christopher McGee, presented an updated Technology Replacement Schedule for review. Recently, the Town of East Bridgewater purchased a new laptop/desktop for the Director. It is up and running with the help of SAILS.

Motion to accept the updated Technology Replacement Schedule was made by Russ Hannagan and seconded by Susan Murray.

**Motion passed**

### **New Business-**

A community survey regarding the East Bridgewater Public Library was on the website to determine how our patrons felt about the library. Questions were asked about a variety of topics including library visits, what patrons used in the library, staff, what they would like to see the library offer and more. Answers from this survey will help determine new goals, type of services/materials the patrons want and what is good or needs work when our new 5 year plan is developed. As of this meeting, there have been 1,549 responses online. An effort will be made to obtain responses from patrons who may not use the library website.

Meeting adjourned 9:08pm.

Anne Marek, Trustee

**Next meeting Sept 21, 2021 at 7:00pm.**