

East Bridgewater Library Trustees Meeting

August 12, 2019

Regular meeting called to order at 6:58pm. Board members in attendance were:

Anne Marek, Sandra Ockers, Cat Lea Holbrook, Susan Murray and Russ Hannagan, and Director, Christopher McGee. Member absent: Brenda Conca

The Library Board of Trustees welcomed our new member, Russ Hannagan, to his first meeting.

Bills were signed. The scribes report will be voted on during September meeting.

Director's report-

- Director has applied for a grant to pay for CPR/AED training. Training has not been scheduled yet because Director McGee has not been able to contact person responsible for scheduling training sessions.
- More patrons visited the library and used the computers in July than in June. Library program attendance was up from the previous month. This was mostly due to the Children's staff. They offered 29 programs in July 2019 and doubled the number of attendees for children's programs in both July 2018 and June 2019. Good job Anne and Chris. On August 5th, a movie night for Young Adults was held and showed the classic "Jaws". This was enjoyed and well attended.
- A \$50.00 gift card for C. N. Smith Farm was given to the Library by Jacquie Rose from "Buzz Around". Plants were bought and planted near the library side entrance. Many thanks to Ms. Rose for her kind donation.
- Budget spreadsheets have been shared with the staff. This includes the Total Operating Budget and spreadsheets for each department.
- Discussion was held about moving the staff workroom copier to the public area because it prints, copies and scans. It would cost \$431.00 to add a circuit board to the copier so it could connect to the public computers and collect coins. Current public copier would be moved to staff workroom. A replacement scanner would not have to be bought.
- **Motion passed**
- It was decided that the library staff leave spreadsheet and library budget report will be presented to the Library Board of Trustees quarterly for review. Laurie Rooney will have access to staff leave balance sheet.
- The new Veterans' Service Officer, Chris Buckley, was at the library for a meet and greet session on Monday, August 12th. He would like to offer a program in September and October.
- Starting in September, members of the Library Board of Trustees will assist with shelving and other duties as required to offset not hiring a new library page.
- The One Book One Community program for "The Library Book" by Susan Orlean will launch in September. There will be tours of 3 public libraries and the Bridgewater State University Library. A tour will also be offered of the Boston Public.
- The ARIS report was completed and submitted to the state. The State Aid (financial) report is due in October.

- **Director's report accepted**

Friends of the Library-

The friends report was given by Christopher McGee, Director.

- Some passes were renewed.
- The Friends of the Library will resume meeting in September.

Old Business-

- It is time to prepare our next 5 Year Strategic Plan. The old plan was reviewed. Many of the objectives have been met. To compile information for the next report, staff and patrons will be asked what services they like/use and what services they would like the library to offer. This will be done by using social media and a printed survey. The next report is due November 2020.

Meeting adjourned 8:42pm.

Respectfully submitted,

Anne Marek, Trustee

Next meeting October 21, 2019 at 7:00pm