

## East Bridgewater Library Trustees Meeting

February 18, 2020

Regular meeting called to order at 7:00pm. Board members in attendance were:

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

Bills were signed. The scribes report for January was accepted.

### Director's report-

- Library stats for January continue to increase.
- The Director has cleaned out closets and staff work area. The space is more open and easier to navigate. Chairs and some shelving has been moved making the library brighter and more open.
- Materials: Some old CDs that hadn't been checked out for years have been weeded out for the collection. The McNaughton book leasing program is going forward. Patrons will have access to multiple copies of current best sellers when they are released so waitlists should be limited or move more quickly. The library will continue to buy a copy for the collection but most copies of the book will be returned to the company after lease is up.
- Museum pass usage will be reviewed to determine if pass should be renewed or if there are other passes that patrons might enjoy.
- Programs: The Harry Potter escape room was a huge success and will be repeated in April. Matt Wood of Restoration Coffee will present, "Coffee Conscious" on March 3<sup>rd</sup> at 6:30. This is in conjunction with the One Book One Community Event which has selected "Thanks a Thousand" by A.J. Jacobs as their spring selection.
- Staffing: Staffing was a little challenging this month due to vacations and the Flu but library shifts were covered. Health has returned and staffing levels are back to normal.
- Budget: Director, Christopher McGee, attended a meeting to review FY21 budget request. Informational questions were asked but overall meeting was positive.
- Christopher McGee has scheduled vacation time for May 18<sup>th</sup>-31<sup>st</sup>.
- **Director's report accepted**

### Friends of the Library-

- The next Friends of the Library book sale will be held March 13/14.
- Current bank balance for the Friends is \$3,500 approx.
- The Friends have agreed to pay the \$1,700 for museum passes that are up for renewal through May.

## **Old Business-**

Discussion of lawn signs was tabled until March so Friends liaison, Brenda Conca, can obtain the name of the company the Friends found offering the reasonable price to print signs. A few designs were reviewed but Trustees would like to possibly co-ordinate with Friends about the logo. Discussed if signs should be given to patrons who would like to display them or if we should ask for a donation, how many signs should be printed and which fund to use to pay for signs. A special meeting will be scheduled when the information is obtained.

Trustee, Brenda Conca contacted 2 local upholsters regarding reupholstering a few of our chairs. It was determined that it would not be cost effective to reupholster the chairs. Director, Christopher McGee, will check with Library supply for the cost of replacing a few chairs with heavy duty pieces that can handle lots of use. Topic was tabled until next meeting.

## **New Business-**

- Director, Christopher McGee, requested Trustees reimburse Jennifer Finn and Joanna Furtado for their Staff Development (excel) course.

### **Motion passed**

- It was suggested that agenda and other documents be forwarded to Trustees by email instead of mailing hardcopy packets. After discussion it was decided to continue mailing hardcopy packets.
- A Payroll and Bill Authorization Form was updated with current authorized signatories listed as follows: Director, Christopher McGee, Janice Allman, Trustees Brenda Conca, Anne Marek, Susan Murray, Cat Lea Holbrook, Sandra Ockers and Russ Hannagan. Completed form will be forwarded to Town Hall.
- **Motion passed**
- Due to a change in her work hours, Brenda Conca is asking for another Trustee to be the liaison to the Friends of EBPL. However, she will check to see if the Friends might change their meeting night and let us know.

Meeting adjourned 8:33pm.

Respectfully submitted,

Anne Marek, Trustee

**Next meeting March 17, 2020 at 7:00pm**