

## **East Bridgewater Library Trustees Meeting**

December 21, 2021

Meeting was called to order at 7:04pm. Board members in attendance were:

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

Member absent: Russ Hannagan

Bills signed. A motion to accept the scribe's report for November 16th was made by Brenda Conca and seconded by Susan Murray.

**Motion passed**

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

- **Stats:** Numbers were lower than November with the exception of computer usage.
- **Staffing:** Staff workroom was rearranged so Jen Finn could have a workplace away from the Circulation Desk.
- **Programs:** Due to increased Covid 19 numbers, in-person programs have been suspended. Some programs will be offered on Zoom. Covid numbers will continue to be monitored to determine when to resume in-person programs. Check the library website for more upcoming events and whether they will be held on Zoom, in-person or a combination of both.
- "Kanopy" has had 68 views so the service is being used.
- **Facilities:** All exterior locks have been changed. The new fax machine is working. The problem was in the phone line. The Community Meeting Room has been cleaned out and rearranged. It is being used by numerous groups to include a Brownie Troop.
- A press release about the new Millet painting went out. The Boston Globe saw the release and contacted the Director, Christopher McGee for additional information.
- The Town of East Bridgewater, has ordered 1000 Rapid Covid Test kits. They will be distributed to Town employees and residents.
- Christopher McGee met with the new Town Administrator. Topics discussed included the library's capital priorities and the influx of students visiting the library on Friday afternoons among other topics. The Town Administrator said he would do some research and get back to the Director.
- Motion to accept the Director's report was made by Jennifer Lonergan and seconded by Susan Murray.

**Motion passed**

## **Friend's Report-**

The Friends' did not hold a meeting this month but the Director reported that tickets from the raffle were drawn and winners notified.

## **New Business-**

The Director, Christopher McGee, presented the action plans for FY22 and FY23 to the Library Board of Trustees. Goals were reviewed and discussed. A motion was made to approve the Action Plans for FY22 and FY23 by Brenda Conca and seconded by Susan Murray.

**Motion passed**

The FY23 Level Services and Needs Budget Request was presented. A motion to accept the Level Services and Needs Budget for FY23 was made by Susan Murray and seconded by Brenda Conca.

**Motion passed**

The Director also presented the FY23 Salary Scale Budget Request. A motion to accept the Salary Scale Budget for FY23 was made by Jennifer Lonergan and seconded by Susan Murray.

**Motion passed**

The Town of East Bridgewater is going to start the process of reviewing the salary scales for similar jobs in towns the equivalent size to East Bridgewater.

An article to request Capital Project funding for the architect to design a plan for the roof repair needs to be submitted. A motion regarding the long term plan for the building is to intend to renovate and maintain the integrity of the existing structure as needed for the foreseeable future was made by Jennifer Lonergan and seconded by Susan Murray.

**Motion passed**

Meeting adjourned 8:56pm.

Anne Marek, Trustee

**Next meeting January 18, 2022 at 7:00pm**