

East Bridgewater Library Trustees Meeting

February 28, 2023

Meeting was called to order at 7:02. Board members in attendance were: Director Jessica Henderson, Anne Marek, Brenda Conca, Jennifer Lonergan, Leah Herrmann, Kelsey Holbrook. Also in attendance, Victoria Panora.
Bills signed.

Brenda Conca made the motion to accept the January minutes, Leah Herrmann seconded.
Motion passed

Director's Report

- The Goals and Evaluation Tool chart was submitted for review and a vote by the Trustees.

Anne Marek made a motion to accept the Goals and Evaluation Tools as written, Kelsey Holbrook seconded.

- For the upcoming local town elections, the Trustees have two open positions and two candidates.
- Budget
 - The library submitted three capital requests. We are waiting on a capital committee meeting date
 - Waiting on approval to move our excess in salary money due to Director open position
 - The library is traditionally underfunded by the town with Grants covering the rest
 - Possibly using revolving funds for a laptop
 - The library is in need of a wireless photocopy machine for patron use
 - The library is a need for a new photocopy machine for the office
 - Quotes are being researched for new copy machines
 - We are continuing to research businesses for website contracts
 - A budget has been proposed for furniture for the Millet Room
- A vote is needed to establish monthly staff meetings. These meetings will occur on Thursdays from 9 to 10 AM.

Brenda Conca made a motion to establish monthly staff meetings, Kelsey Holbrook seconded.
Motion passed

- A vote is needed to approve Staff Development Day on June 15 from 9 to 2.
- Kelsey Holbrook made a motion to approve Staff Development Day on June 15, Leah Herrmann seconded.

Motion passed

- LED lights were installed in the library. They are much brighter, more energy efficient, and will cost the town less money.
- Exterior security cameras now have an installation date of sometime this summer.

A motion to accept the Director's Report was made by Leah Herrmann and seconded by Brenda Conca.

Motion passed

Friends Report

The Director, nor a trustee was able to attend the latest friends meeting. Victoria Panora gave a quick summary. Primary focus of the meeting was the book sale happening next weekend.

Old Business

- Reviewed Goals and Evaluation Tool for the Director
- Discussed upcoming elections and expiring terms
- Review the budget and capital request updates during the directors report

New Business

- Discussed use of remaining FY 23 state aid
- Reviewed the proposal for the Millett room furniture
- Discussion of monthly staff meetings, and next staff development day

Meeting adjourned at 7:50

Jennifer Lonergan, Trustee

Next meeting March 21, 2023