

# East Bridgewater Library Trustees Meeting

December 20, 2022

Meeting was called to order at 7:03. Board members in attendance were: Director Jessica Henderson, Anne Marek, Brenda Conca, Jennifer Lonergan, Kelsey Holbrook, Russ Hannagan with Leah Herrmann via Zoom.

Bills signed.

A motion to accept the Scribe's Report for November 15, 2022 was made by Kelsey Holbrook and seconded by Russ Hannagan.

## Motion passed

## Director's Report

- Staff noticed there were people on the roof of the library, possibly the roof assessment.
- A new employee, Amelia Burke, started this week.
- A tax write off greeter, Leah Murray, will be starting in January. She will be working Fridays from 2-4.
- Security camera installation was postponed due to rain.
- Currently there is approximately \$8,800 excess in the Department Head Salary Line from the Town Appropriation. The Director would like to use approximately \$2000 for Staff Development.
- When the Line Item Request form becomes available at the end of April, the Director will request to transfer the rest to Equipment & Supplies. This money could be used towards:
  - replacing a photocopier (machine in the workroom is from 2014 and falling apart),
  - thermal receipt printer for Children's Room,
  - office supplies such as an Air Purifier for the lunchroom,
  - toner cartridges,
  - filters for air purifiers.
- The Connie Love Teen Zone Dedication, scheduled for January 24, 2023 from 6-7:30 PM, will have invitations and refreshments sponsored by The Friends and Young Adult Librarian, Angela Howe, along with The Teens, and Carole Julius will speak. Trustee Russ Hannagan is tentatively scheduled to film. Town Administrator Charlie Seelig and Dave Sheedy from the Board of Selectmen plan to attend.
- East Bridgewater's Bicentennial Celebration kickoff event is scheduled for Tuesday, January 10, 2023. Director Jessica Henderson will attend along with Trustee President Anne Marek. This is also the same night as The Friends meeting. Trustee Jennifer Lonergan will attend The Friends meeting.
- The Building:
  1. The building is not getting cleaned properly.
  2. Ongoing issues with the alarm system.
  3. Staff and the police are not getting called when the alarm goes off.

4. The alarm is going off when staff arrive in the morning - one solid beep sound.
  5. Brian Kiely has requested prison workers to paint the Community Room staircase.
- The Library Staff enjoys when the Trustees attend library events. Support from The Trustees will continue in 2023.
  - The Director proposed the idea of a foundation of fundraising for the library to complete and support needed projects.
  - A motion and vote is needed for compensation time for employees working on 12/30/22 and 12/31/22 as other Town Departments are closed on those days.

Kelsey Holbrook made a motion to have the library staff funded appropriately for 12/30-12/31/22. Brenda Conca seconded.

### **Motion passed**

A motion to accept the Director's Report was made by Kelsey Holbrook and seconded by Russ Hannagan

### **Motion passed**

### **Friends Report**

- No new updates
- Preparation continues for Connie Love Teen Zone Dedication on January 24, 2023.

### **Old Business**

- Goals for the Library Director:
  - Director's List for discussion:
    - Day to day (Budget, Staffing, Building)
    - Marketing - website, newsletter in Constant Contact
    - Outreach - Meet with community leaders to strengthen relationships with the Town.
    - Building - Explore options for upgrading the existing building
    - "Makeover" - Furniture, electrical lawn sign on Rt. 18, flooring, landscaping
  - Trustees List for discussion:
    - Learn more about the budget process.
    - Produce reports required by the MBLC.
    - Encourage staff development.
    - Explore Grant opportunities.
    - Building rehab (roof, floors, windows, electrical).
    - Continue makeover process.
    - Upgrades on technology.
    - Establish a pool of substitutes.

■ Classifying these items into 4 areas:

1. Budget
2. Staff
3. The building
4. Community

- A vote is needed to allow Girl Scouts to sell Girls Scout Cookies under the covered porch of the library.

Russ Hannagan made a motion for the Girl Scouts to be able to sell their cookies under the covered porch subsequent to them filling out a form, ( for nonprofit organizations only) pending approval from The Trustees. Kelsey Holbrook seconded.

**Motion passed**

**New Business**

- Dale Julius would like to sell Bicentennial merchandise at the library, we don't currently have a display case with a lock. The Trustees were concerned about the responsibilities of the selling/cash handling falling onto an already busy library staff.
- A suggestion of Bicentennial merchandise being sold at the library during Bicentennial sponsored events, staffed by members of the Bicentennial Committee. A vote is needed.

Russ Hannagan made a motion that the Bicentennial Committee host a pop-up shop for their merchandise at Bicentennial sponsored events held at the library. Kelsey Holbrook seconded.

**Motion passed**

- The schedule for 2023 Library Trustee Meetings was presented for a vote.

Kelsey Holbrook made a motion to accept the 2023 Trustee Meeting dates, Brenda Conca seconded.

**Motion passed**

- A vote is needed for the Director to go ahead and research plans for a new website for the library. The cost would range \$5,000-\$10,000 and could be paid for out of state aid.

Russ Hannagan made a motion for the Director to move forward with pursuing options for development of a new website. Brenda Conca seconded.

**Motion passed**

- A vote is needed for the library to close on a Wednesday or Thursday from 9-2 in January for a Staff Development Day and to include a staff meeting and training.

Russ Hannagan made a motion to close the library as requested for staff development and meetings as requested. Brenda Conca seconded.

**Motion passed**

- A vote for a capital request is needed to:
  - A new roof, in anticipation of having the exact cost at next meeting.
  - Waterproof /seal/insulate an exposed portion of the original foundation (basement off Children's Room)
  - Replace the flooring in the Community Meeting Room, library kitchen, and old Storytime Room.

Jennifer Lonergan made a motion to pursue a capital request for replacing the flooring in the Community Meeting Room, library kitchen, and old Storytime Room, the new roof and to waterproof/seal/insulate an exposed portion of the original foundation. Anne Marek seconded.

**Motion passed**

- Chairman of the Board of Selectmen, Peter Spagone, will be attending the January meeting to discuss and present to him the challenges that the library faces.

Meeting adjourned at 8:35

Jennifer Lonergan, Trustee

**Next meeting January 17, 2023**