

## East Bridgewater Library Trustees Meeting

November 15, 2022

Meeting was called to order at 7:04. Board members in attendance were: Director Jessica Henderson, Anne Marek, Brenda Conca, Jennifer Lonergan, Kelsey Holbrook, Leah Herrmann, and Russ Hannagan.

Bills signed.

A motion to accept the Scribe's Report for October 18, 2022 was made by Russ Hannagan and seconded by Brenda Conca.

### Motion passed

### Director's Report

- Due to more events, door counts are up from last year.
- Teen participation is up.
- Due to 10/26 rain storm, there were leaks in the library. Serve Pro came and cleaned up.
- Security Camera installation was approved at Special Town Meeting.
- Waiting for architect recommendations for the roof.
- Prior Director applied for \$16,490.07 in state aid.
- Interviews are underway for open job.
- A Memorandum of Understanding for Rebecca Reynolds was signed by the Trustees.
- Staff survey went out, staff are interested in more training's /professional development.
- The library will be utilizing a greeter.
- Discussion was made about reaching out to CERT to help monitor the crowds on school early release days.
- Walkie talkies would be useful on busy days.
- The website needs a makeover.
- Discussion about Girl Scouts setting up a table and selling cookies at the library.
- Laurie Rooney, Administrative Assistant, expressed some concerns about driving at night now with daylight savings. She inquired about shifting her hours. FMLA might need to be utilized for this.
- The Zoom account will be eliminated as the need is not there anymore.
- Discussion about budgeting Constant Contact came up, whether through state aid or in the budget in the future.
- Staff evaluations will be in March.
- Dale Julius from the Bicentennial Committee sent over \$1,000 to Anne Vantran.
- Discussion was made to use money that was available during the Director job opening for sub hours.

Russ Hannagan made a motion to utilize the money not used due to the Director job opening for sub jobs. Motion was seconded by Kelsey Holbrook.

### **Motion passed**

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

### **Motion passed**

### **Friends report**

- The Connie Ryan Love Teen Zone Dedication will be held on Tuesday, January 24, 2023 from 6-7:30.
- The Friends spent \$500 on printed invitations and food.
- There will be a 50/50 raffle starting on 11/28 with the drawing being on 12/19.
- Book sale was a success with sales at \$1,193.00
- Next book sale is In March. 3/9 for setup, 3/10 and 3/11 sale dates.
- Friends balance is \$5,753.00
- Discussion was made about what the Friends could fund for the library.
- The Director will survey staff about ideas/Wish List.
- The Trustees will be available to help with the next Book Sale.

### **Old Business**

### **New Business**

- Discussion was made about the Director's evaluation. Either 6 months/a year.
- The Director asked if the Trustees had any goals for the Director.

Meeting adjourned at 8:22

Jennifer Lonergan, Trustee

**Next meeting December 20, 2022**