

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**June 1, 2021 7:00 PM**

**Medway Middle School**

**Members Present (virtually):** Lisa Sheehan, John Scott Smith, Susan Alessandri, Chair, Trudi Stefan

**Members Absent:** Julie MacEvoy

**Others Present (virtually):** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Chair Susan called the meeting to order at 7:05 PM.*

### **Approval of Agenda**

*On a motion made by John, seconded by Lisa, the Library Board of Trustees voted to approve the Agenda of June 1, 2021.*

### **Approval of Minutes**

*On a motion made by John, seconded by Lisa, the Library Board of Trustees voted to approve the March, April, and May 2021 meeting minutes.*

***On a motion made by Susan, seconded by Lisa, John Scott Smith was elected as Chair of the Medway Library Board of Trustees.***

***On a motion made by John, seconded by Susan, Lisa Sheehan was elected Vice Chair of the Medway Library Board of Trustees.***

### **Citizens Speak**

Margaret stated all positive news & patrons are happy to be back. Susan asked if kids story hour / yoga was in person – Margaret stated no – they remain on Zoom. 30-40 people attending virtually.

### **Reopening Update**

Margaret stated they are open Monday – Friday regular hours. No Saturdays in the summer. Margaret mentioned the Makerspace is not open yet and they are keeping the plexiglass up. Most of the staff is fully vaccinated. Staff themselves or their family is getting sick. One staff member retired – this is her last week. Part time staff needs to use vacation time.

Katherine Bird – HR suggested hiring many subs so there would always be help available. Several applicants from local people and 59 from Indeed. Qualifications

needed include, high school diploma, experience with Microsoft office, ability to use social media to advertise, assisting citizens.

### **Directors Contract**

Needs to be reviewed every 2 years. Expires end of June. Margaret stated normally the Chair signs it. Margaret stated she has a paper copy at the Library. Margaret will look for a digital copy to share for review.

On a motion made by Susan, seconded by Lisa, the Library Board of Trustees proposed a 2% increase for fiscal year 2022

John will speak to Carol at Town Hall to see if they can amend 2022-2023. John will update trustees when he finds out more information.

### **Review Incident Reports**

None to report.

### **Budget Report**

Margaret distributed the Budget Report via email.

Margaret was not able to update salary's this month.

### **Director's Report**

Margaret distributed the Director's Report via email.

Trustees discussed the large computer table with stools and cabinets. Margaret stated it was free aside from DPW assisting for pickup.

### **Long Range Plan Discussion**

Continued discussion since last meeting.

Discussed Teen Advisory board. John has access to boy scouts. Put feelers out on Facebook. Unsure how much kids use the library and they do not know what the library has to offer them. Trustees agreed to include- Diversity, Equity, and Inclusion.

Library is offering a research class. Possibly people in Town could assist in teaching. Identify liable information and then citations. Lisa suggested having a conversation with Gabby Abrams to partner with the school librarians. Maybe they could offer video tutorials. Gabby drives curriculum in district. Lisa stated the Library should build relationships with school librarians to offer additional services.

**On a motion made by Susan, the Library Board of Trustees voted to adjourn the meeting at 8:53 PM.**

**Next Meeting: July 6, 2021**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

