

G.A.R. Memorial Library Trustees Meeting Minutes
 June 13, 2023, 6:30pm, G.A.R. Memorial Library

Present: Fred Chanania, Marcia Sellos-Moura, Tom Salvo, Ashley Serveiss, Gary Kalajian, Paula Breger, Sandy Nawrocki, Laura Collins, Corinn Flaherty
 Recording Secretary: Laura Collins

Agenda Item	Outcome
Approve Outstanding Minutes	Fred amended the May minutes to include a dollar amount and source of funding for the approved tree maintenance. Fred moved to accept the May minutes as amended; Marcia seconded. The vote was 6 approve, 0 oppose, 3 abstain (Amy, Paula, and Ashley were absent from the May meeting). The minutes were approved.
Director's Report	<ul style="list-style-type: none"> a. Dawn and Kate's new computers have been installed. The total cost was \$2,288.95. Corinn's laptop was fixed by IT. b. Ray Cook (a structural engineer) and Sam Joslin (building inspector) looked at the structural issues with the library building. They recommended that a plumb line be installed, measured and checked again in one year to determine if structural issues have changed since the last engineering report was done in 1994. Corinn will check in with Brian about getting the plumb line. c. All Trustees should ensure that they have taken the MA State Ethics test. d. Summer reading begins June 26 and runs through August 18. 300 summer reading packets were taken to the Page School. e. A new Dungeons & Dragons program has been popular with middle-school patrons. f. Corinn noted that both foot traffic and circulation are up. g. Corinn informed the Trustees that the library's budget will run out of salary funds by the end of the FY. State aid money will be transferred over to cover salaries through the end of the FY.
Branding	<ul style="list-style-type: none"> a. Corinn mentioned that hiring a firm to complete branding and logos continues to be a pressing issue. b. Corinn will bring specific branding quotes for the Trustee's approval at the September meeting.
Policy Review	<ul style="list-style-type: none"> a. The Board considered drafts of two new library policies: a Program Development Policy and a Freedom of Speech policy. b. After discussion, the Board concluded that a Code of Conduct Policy should replace the proposed Freedom of Speech policy. c. Fred and Corinn will research other libraries' Code of Conduct policies and present the best options to the Board at a later meeting. d. At a July meeting, the Board will vote on an amended draft of the Program Development Policy, including edits made by the Board and Corinn.
Technology Proficiency	<ul style="list-style-type: none"> a. Patron inquiries about e-resources and technology are increasing. Corinn developed a list of all e-resources and descriptions of their uses, and plans to hold a staff training so that staff can help patrons. b. Intruder training also needs to be held for library staff. c. The Board thinks that technological proficiency is an important part of library services, and has asked that Corinn do whatever is necessary to ensure the staff's technological proficiency.

Items Not Reasonably Anticipated	<ul style="list-style-type: none"> a. Archiving work will begin after July 1. Corinn is reconsidering what kind of shelving to install. Marcia mentioned that the weight load on the second floor must be considered when installing shelving units. b. Marcia reminded the Board that Corinn’s self-assessment and review will be coming up in the fall. Library staff reviews will take place in October and Corinn’s will follow.
Next meeting	The next meeting is scheduled for July 11 at 6:30pm on Zoom; it will be a brief virtual meeting to discuss the Program Development Policy.

Meeting Adjourned at 7:54pm.

The Trustees’ next meeting is scheduled for July 11, 2023, at 6:30pm on Zoom.