

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 27 April 2023

A meeting of the Trustees was held on 27 April 2023 at the Jonathan Bourne Public Library and was called to order at 3:00pm by K. Fox-Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Susan Schmidt, Todd Benedict, Colleen Cunningham, Assistant Library Director, and Anne Gregory, Friends of the Jonathan Bourne Public Library. Sue Barlow – excused absence.

Voting Item - Approval of Meeting Minutes

A motion was made by P. Davis and seconded by T. Benedict to accept the minutes of the trustees meeting held on 23 March 2023. The minutes were unanimously approved.

Information for Discussion:

- **State Library Construction Grant – Letter of Intent Update**

A Letter of Intent to apply for construction grant funding from the Massachusetts Public Library Construction Program was filed in April. The trustees will form an advisory committee to follow the grant application process and training through this grant cycle at the May 2023 meeting.

- **Facilities Task Force Update – Latest Gale Report**

Gale Associates, Inc. completed a supplemental evaluation of areas of water infiltration and masonry damage on the front of the library. TA M. McCollem will meet with the trustees at the May 18th meeting to discuss bid documents and the project plan for repairs to the cupola and the façade. T. Benedict asked about ongoing maintenance of the building through the next fiscal year and will raise this topic at the May meeting with TA M. McCollem.

- **Rules of Procedure Document – changes?**

The Jonathan Bourne Public Library Trustees Rules of Procedure document was revised by the trustees. P. Davis made a motion to strike the language that the Chairman may not serve in the capacity for more than two consecutive years. T. Benedict seconded and the motion was unanimously approved. P. Davis also moved that section on the Authority and Role of the Trustees be changed to the exact wording in the Town Charter. S. Schmidt seconded the motion and the trustees voted unanimously to accept the change. The document will be finalized at the May 2023 meeting.

- **VOTE: Collection Development Policy**

The Selection and Disposal policy has been reviewed by Town Counsel. S. Schmidt made a motion that the policy be accepted by the trustees. P. Davis seconded and the trustees voted unanimously to accept.

- **Meeting Room and Patron Code of Conduct – legal review**

Documents were distributed to the Trustees for review and comment at the May meeting. P. Davis recommended that the trustees review the Town of Bourne policies on the above topics for guidance. K. Fox-Alfano will locate the town policies.

- **Mitigation funds for electronic materials and Satellite library services**

K. Fox-Alfano reported that there is a bill in front of the state legislature to increase funding for electronic materials during the bridge construction period. The trustees will advocate for this funding with the Select Board and Town Administrator. In addition, satellite library services may be required during bridge construction. These topics will be discussed further with TA M. McCollem at the May meeting.

Library Director Report:

- **Staff Professional development update**

C. Cunningham, Assistant Director, reported that the library staff development program has been approved and will resume in the near future. She also mentioned that the RFP for development of the Strategic Plan has been issued.

Friends of the Library Report

A. Gregory reported that the Friends of the Library will hold their outdoor spring book sale on Saturday, May 13th. Book drop-off is scheduled for May 6th. Plans are being developed to sell donated books of value through an online vendor such as eBay. Also, the Friends are looking to purchase new benches for the Children's Garden area to replace the wooden benches.

The Trustees and Friends of the Library will hold a staff appreciation event on June 22nd.

Next Meeting

The next meeting will be held on Thursday, 18 May 2023 at the Jonathan Bourne Public Library at 3:00pm. Agenda topics will include discussion of the Rules of Procedure and Patron Code of Conduct documents.

The meeting was adjourned at 4:16pm.

Respectfully submitted,

Kristina Prodouz