

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 23 February 2023

A meeting of the Trustees was held on 23 February 2023 at the Jonathan Bourne Public Library and was called to order at 3:00pm by K. Fox-Alfano, Chairman. The meeting was also available on Zoom.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary, by phone), Sue Barlow, Susan Schmidt, Todd Benedict, Irja Finn, Library Director (Zoom), and Colleen Cunningham, Assistant Library Director. Also attending was Anne Gregory, Friends of the Jonathan Bourne Public Library.

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 26 January 2023. The minutes were unanimously approved.

Information for Discussion:

- **Massachusetts Public Library Construction Program (MPLCP)**

K. Fox-Alfano reported that the State has grant money for library renovation or construction in 2026-2027. She described the Massachusetts Public Library Construction Program (MPLCP) comprehensive process and timing for filing. Several Zoom sessions with an overview of the program are scheduled and the trustees are urged to attend. The Letter of Intent to file for this funding is due in April. Training for the Letter of Intent will be held by Zoom on 28 February. The Facilities Task Force will meet with TA M. McCollem later this month to discuss alignment of the town's capital planning schedule with grant requirements, as well as program management for this project.

- **Update on Capital Planning Requests – Feasibility Study and Front Brickwork “Make Safe”**

The trustees discussed the 2 capital requests that have been prepared for the Special Town Meeting on May 1st. Article 1 is a request for \$150,000 for a feasibility study to address and compare the possibilities and costs of repairing the existing library, renovating and building an addition, and moving to a new building. Article 2 addresses the Make-Safe project to stabilize the front wall and entryway to last for the next 5 years or so as the future of the existing library is evaluated. A Zoom meeting is scheduled for 6 March with Gale Associates to kick off the front brickwork project.

Consideration of an EV Charging Station

As discussed at the January Trustees meeting, I. Finn proposed that the trustees consider installing an EV charging station at the library as an incentive to bring people into the library. K. Fox-Alfano provided an update that the available grant monies only apply to installation of level 1 or 2 EV chargers which are too slow to charge for public buildings. K. Fox-Alfano said that she is talking with State Senator Susan Moran to try to include level 3 EV chargers in the grant. P. Davis voiced that he is opposed to pursuing the grant. The trustees will not apply for the grant for level 1 and 2 chargers.

- **Library Director Evaluation – Process and Form Review**

The trustees discussed the Library Director Evaluation form to be used as confirmed by the Town Charter. I. Finn has reviewed the form and finds it suitable for the current required evaluation. K. Prodouz outlined the process and each trustee will submit their review to her by 15 March. A motion was made by S. Barlow to accept the evaluation form and process as it stands. The motion was seconded by P. Davis and was approved unanimously.

- **Town Meeting May 1**

The Town Meeting will be held on May 1 at 7pm. The trustees discussed the need to encourage the public to attend this meeting.

Library Director Report:

- **HR Update**

I. Finn shared that the Information Systems Librarian position is still open.

- **KOHA Migration**

All staff attended training on the Integrated Library System (ILS) KOHA. I. Finn expects some issues in the early days of implementation and asked for the trustees' assistance in the library when KOHA goes live on 27 February.

- **FY23 Budget Update**

The operating budget is over in electronic and digital acquisitions. Demand for ebooks is very high.

- **Facilities Update**

I. Finn reported that the water fountain has been replaced by a water refill station. Also, all internet upgrades have been completed.

Friends of the Library Report

The Friends of the Library did not meet in February. The next Friends meeting is on 20 March 2023.

Next Meeting

The next meeting will be held on Thursday, 23 March 2023 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:15pm.

Respectfully submitted,

Kristina Prodouz