A meeting of the Trustees was held on 23 March 2023 at the Jonathan Bourne Public Library and was called to order at 3:03pm by K. Fox-Alfano, Chairman. The meeting was also available on Zoom.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodocz (Secretary), Susan Schmidt, Todd Benedict, Irja Finn, Library Director, Colleen Cunningham, Assistant Library Director, Peter Meier, Board of Selectmen Chair, 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 S. Schmidt to accept the minutes of the trustees meeting held on 23 February 2023. The minutes were unanimously approved.

Information for Discussion:

- Facilities Task Force Update

The Facilities Task Force met with TA M. McCollem to discuss applying for grant money through the Massachusetts Public Library Construction Program. M. McCollem shared concerns that grant application requirements and timing (spring 2024) do not align with the town’s capital planning schedule over the next two years. A Letter of Intent to apply for this funding is due by April 28th. I. Finn and K. Fox-Alfano will submit a Letter of Intent to register interest in filing for construction grant funding in the future. An advisory committee to follow the grant application process through this grant cycle will be formed at the May 2023 Trustees meeting.

- Library Director Evaluation

The trustees completed the annual performance evaluation for I. Finn, Library Director. P. Davis made a motion to accept the summary and S. Schmidt seconded. The summary was approved unanimously.

- Rules of Procedure Document – discussion/revision?

Copies of The Jonathan Bourne Public Library Trustees Rules of Procedure adopted in 2011 were distributed. The trustees will review the document and make changes as appropriate to align with the new Town Charter. Comments are to be submitted to K. Prodocz. The document will be finalized at the May 2023 trustees meeting.

- Town Meeting May 1 – Committee Reports

The Town Meeting will be held on May 1 at 7pm. The trustees reviewed the 2 capital requests that have been prepared for the Special Town Meeting. Article 1 is a request for $150,000 for a feasibility study to compare the possibilities and costs of repairing the existing library, renovating and building an addition, and moving to a new building. Article 2 is the Make-Safe project to stabilize the front wall
and entryway to last for the next 5-8 years as the future of the existing library is evaluated. I. Finn mentioned a possible opportunity for the trustees to talk during the Committee Reports portion of the Town Meeting about library activities such as the upcoming development of the Strategic Plan. This will be discussed with the Town Moderator.

**Library Director Report:**

- **Staffing update**
  I. Finn shared that the Information Systems Librarian position is still open. Staffing is short 37.5 hours/week. The trustees discussed the possibility of hiring a temp at 19 hr/wk as money is available.
  I. Finn will discuss the possibility of a temp with M. McCollem, TA.

- **ILS and IT upgrades**
  Migration to the Integrated Library System (ILS) KOHA that started on 27 February has been going well. There was some difficulty with the IT transition on day 2. The staff has been doing a great job.

- **Strategic Plan Update**
  I. Finn shared a draft RFP for comments from the trustees. TA M. McCollem will receive the draft by Friday and the finalized RFP will be issued shortly. The completed Strategic Plan is due Sept. 30th. The trustees must approve the Strategic Plan one week before it is filed.

**Friends of the Library Report**

A. Gregory reported that the Friends met on 20 March 2023. A representative from Eastern Bank detailed the status of the Friends' brokerage accounts. Also, the Friends are looking to purchase new benches for the Children’s Garden area to replace the wooden benches.

**Next Meeting**

The next meeting will be held on Thursday, 27 April 2023 at the Jonathan Bourne Public Library at 3:00pm. Agenda topics will include the Strategic Plan RFP, any changes to the Rules of Procedure and the assessment of the cupola by Gale Associates.

The meeting was adjourned at 4:15pm.

Respectfully submitted,

Kristina Pro douz