

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 22 September 2022

A meeting of the Trustees was held on 22 September 2022 at the Jonathan Bourne Public Library and was called to order at 3:02pm by K. Fox-Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Susan Schmidt, Sue Barlow, Todd Benedict, Irja Finn, Library Director, and Eileen Mattingly, Friends of the Jonathan Bourne Public Library.

Invited guest: Town Administrator, Marlene McCollem.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 18 August 2022 were unanimously approved.

Information for Discussion:

- **Update on library repairs and Gale Report – Town Administrator Marlene McCollem**

Town Administrator Marlene McCollem attended the September meeting and shared the status of the engineering assessment of the library building envelope. The engineering firm, Gale Associates of Weymouth, submitted their proposal of engineering consulting services. Ms. McCollem described the steps as 1) defining the problem (leak testing and architectural assessments by Gale), 2) designing the solution (Ms. McCollem and Gale, with cost estimates done at this step), and 3) putting the work out for bids. Ms. McCollem added that CPC funds will be used to pay for the Gale Associates work. She will speak with B. Johnson (CPC) about how CPC monies will be spent.

Next steps include getting on the schedule with Gale Associates for the work to be performed, assessing the impact of this work on patrons and staff, and communication across the board. Once the work by Gale is complete, the project will move to step 2) above and include possible repairs to the vestibule, cupola and windows with a request for capital funding.

- **Capital Planning for Fall**

Capital requests for library repairs and/or upgrades will be deferred until the spring town meeting. Ms. McCollem expressed that the trustees and the library director should take a holistic approach to defining needs considering future library renovation, expansion or replacement. MBLC can serve as a source of information on how to proceed. K. Fox-Alfano will contact D. Picard about the capital planning process to follow for spring 2023 town meeting.

- **Need for updated Collection Development Policy**

Library director, I. Finn, reported that the library needs a Collection Development Policy. She sent a copy of the Pelham, NH library's policy to Town Counsel. Once we have their input and after a policy is set, then we can address any challenges. I. Finn expects a draft policy from Town Counsel in October.

Library Director Report:

- **Staffing Updates**

- I. Finn reported that 2 finalists have been selected for the Assistant Director will be interviewed by Zoom next week. Samantha Smith started last week as Circulation Assistant. A staff breakfast was planned for early October.

- **Routine building repair updates**

I. Finn reported that repairs have been made to the side door and the alarm. New bulbs were installed to provide better lighting in the library. The water fountain will be upgraded in the future. The town is planning for standardized water fountains across town buildings.

- **Upcoming programs**

I. Finn described all of the great programming planned at the library in the coming months. There is a current display of photographs of immigrants to Massachusetts in the main room. Monday Matinee Movies will start in October with a film planned for the first Tuesday of the month. Other programs include *The History of Horror (Zoom)*, the documentary *Kiss the Ground* with a panel discussion, and *Before Salem*. Details may be found on the Jonathan Bourne Public Library website. Planning is also underway for library participation in Christmas in Olde Bourne Village to be held the first weekend in December. The director is working on a JBPL newsletter to publicize programming in the future.

Friends of the Library Report

- E. Mattingly reported that the Friends of the Library saw a good turnout at their tent at Canal Day on September 17th. The Fall Book Sale is scheduled for October 1st with book drop off on September 24th from 10am to 12pm. The Friends Caring and Sharing silent auction is planned for the holiday season. Donated items will be on display in the library beginning in early November.

Next Meeting

- The next meeting will be held on Thursday, 27 October 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:17pm.

Respectfully submitted,

Kristina Prodouz