

## Jonathan Bourne Public Library, Board of Trustees meeting January 25, 2024

This meeting was called to order at 3:02 pm in the community room at the Jonathan Bourne Public Library. The meeting was both in-person and by ZOOM. Members present in-person were Perry Davis, Sue Barlow and Todd Benedict, joining on the ZOOM were: Kristina Prodouz, Chair, Kathleen Fox-Alfano, Vice Chair and Susan Schmidt, secretary. Library Staff: Colleen Cunningham, Library Assistant Director, Terry Johnson, Children's Librarian and acting Library Director and Nicholas Schiller, new Public Services Librarian. Anne Gregory. Joined by Samantha Smith.

Vote: Perry Davis moved, and Susan Barlow seconded to approve the minutes of the meeting of December 28, 2023. The motion passed unanimously.

### 2. Discussion:

a. Building Masonry Project Update: T. Johnson reported the project was nearing completion. There are a few final touches that need to be done including some internal repairs. T. Benedict commented that the contractor was very respectful of the library staff and patrons.

b. Feasibility Study RFP – Facilities Working Group report: There was a tentative timeline for the RFP with dates for tentative activities. Assistant Town Administrator Liz Hartsgrove is coordinating the project. T. Benedict will be working with L. Hartsgrove to establish the working groups.

c. Commission on Disabilities: P. Davis reported on the meeting of the Commission on Disabilities on December 28, 2023. He said there was discussion of the Commission on Disabilities conducting an accessibility review of the Jonathan Bourne Library. Only David Pelonzi is certified to conduct an accessibility review. P. Davis will send an email to David Pelonzi, Chair of the Commission on Disabilities requesting an accessibility assessment when the commission is ready to do so.

### 3. Director's Report:

a. Terry Johnson reviewed the staff report.

b. Staff Training Recap: S. Smith gave a report on her online training program – Games in the library. She reviewed the topics covered in the training. She gave examples of games and virtual games that could become part of the Jonathan Bourne Library. The members of the Board asked several questions about the impact of any changes on the budget. In general, there are funds in the budget that could be used to implement more gaming programs.

c. AV systems for the community room: The Board welcomed Nicholas Schiller, our new public services librarian. N. Schiller reviewed the plan to update the AV

system in the community room. The town administrator told the library director there were funds to make this improvement. N. Schiller will work with Hank Allan from Barnstable County IT on the purchase and installation of the new equipment.

d.FY 24 Action Plan: K. Prodouz gave a report on the recently updated action plan. Several Board members had questions on some of the additions to the plan and changes of dates. The major goals of the plan: Explore, Experience and Enjoy were guiding the action plan. N.Schiller said that he visited several area libraries to observe technology applications.

#### 4.Friends of the Library Report:

a.Anne Gregory gave an oral report of the activities of the Friends of the Library. She said Marilyn Tarallo was elected to serve a second term as the Chair. She said that the last meeting of the Friends did not have a quorum and no action could be taken. She said the Friends of the Library are willing to work on the marketing and re-branding activities.

#### 5.Next Meeting:

a.Future agenda items: Feasibility RFP, Director's Report, Staff Development and FY25 Budget review.

b.Next meeting date February 22, 2024, at 3:00PM with a ZOOM option in the small meeting room.

6.Adjourn: Perry Davis made a motion to adjourn, seconded by Sue Barlow at 4:18 pm.

Respectfully submitted by Perry Davis and Susan Schmidt