

Jonathan Bourne Library Board of Trustees, April 25, 2024 meeting

In attendance: Kristina Prodouz, chair, Kathleen Fox-Alfano, vice chair, Irja Finn, library director, Terry Johnson, Liz Hartsgrove, assistant Town Administrator, Perry Davis, Nicholas Schiller, Colleen Cunningham, assistant library director, Anne Gregory, Friends of JBPL rep, Todd Benedict, Sue Barlow, Susan Schmidt, secretary

Call to order: The meeting was called to order at 3:01 pm by K. Prodouz, chair.

Voting item: A motion to approve the minutes from the March 28, 2024 meeting was made by K. Fox-Alfano and seconded by S. Barlow. The motion was carried unanimously.

Discussion: L. Hartsgrove gave an update on the Feasibility Study RFP. There is an optional site visit on April 29 for bidders. The bids are due on May 13, 2024. An evaluation team will form. The planned start date for the study is June 1, 2024. The Board needs to focus on making a recommendation for the evaluation team to give the Select board and to formulate the charge for the team. This team will only exist for the time of the study.

Facilities Working group: Cupola project update-the question is whether we should go for CPC funding. P. Davis expressed that he is not in favor of asking for money with the feasibility study about to start. The question remains if the cupola is weathertight. L. Hartsgrove will find that answer. P. Davis moved to table the discussion, K. Fox-Alfano seconded and all others were in favor.

The railing installation for the Children's Garden will move to FY25 because the timeline to finish is too tight to finish by June, 2024. The installation will probably be in the fall of 2024.

P. Davis reported about a walk-through (not an official building audit) from the Disability Commission with Lori Cooney and Pat Morley on Saturday, April 6 at 11:00 am with K. Prodouz, T. Benedict and P. Davis from the Board and C. Cunningham from the library staff. The Disability Commission made a list of suggested changes to be made based on observations and P. Morley was in a wheelchair to attend the tour to show the difficulties that can be addressed. There is a trash barrel in front of the push button at the back door which blocks access to someone in a wheelchair. Some of the things on the stacks are too high or too low. Remote access is a problem. The suggestion was made to have some signage posted to let people who need help know that they can ask for help with things they cannot reach. I. Finn said that the signage can be easily produced, until such a time as a formal evaluation can be completed.

Library building 100th anniversary-2025 committee: I. Finn provided suggestions from her experience with another library's celebrations for the 100th anniversary: one event or perhaps a series of three events, targeting different age groups. We should have representation from other groups and town departments, like the Friends and Historical Society, perhaps the Fire Station that will also have a 100 year celebration. S. Schmidt volunteered to work with I. Finn on ideas and P. Davis offered to help as well.

Library Collection Policy was discussed due to an issue with the removal of an item from circulation. P. Davis, who added the issue to the agenda, felt that he did not want to have the discussion now, but rather during the Director's Report. The question is about the projector that was shown in the collection. Many of the staff present were only aware of the projector currently used in the programming room. However, N. Schiller said that he came across an older one in storage that may or may not work with more modern technology. It was listed as reference material, which means it is only for use in the library. K. Haynes verified this by looking it up on the CLAMS list. P. Davis suggested that it would be better for CLAMS (who maintains the list of what is available to be checked out) to have more obvious language on the site

showing it as reference and therefore non-circulating like many other reference materials in the JBPL collection. P. Davis suggested there should be something more in the policy of the Board of Trustees to amend the policy. I. Finn is willing to do an inventory to compare with what is on CLAMS site if needed or add a statement in the policy that reference material does not circulate. This will be added to the May agenda for consideration.

Director's Report: Kate Haynes reported on the class she took about the Dewey Decimal System. It was designed for an academic library or a law library. She has taken other classes offered through CLAMS that have been more relevant to her work. N. Schiller took a class called Wikipedia for the Library. He has an eye toward future programs. In the class, he learned about finding better references to add to existing pages and has a rough plan to have an event for editing something about local area or culture, such as Emily Bourne, to contribute to Wikipedia's already existing pages. T. Johnson reported that S. Smith did a program with gaming in the library during school vacation week which was very well received and the young people requested there be another program in the future.

FY24 Action Plan is mostly on target. The "branding" topic may not be able to be put in due to other concerns in town so it will probably be pushed to FY 26. N. Schiller did send out some things with new logo ideas. I. Finn doesn't think the bins/lockers are good for now because the bridges are currently okay. Partnering with other departments is fair currently. T. Johnson is working with recreation and mental health groups for May. They will revisit in the fall. Pollinator Education may come to pass with grants and other contributions from facilities, the Garden Club and the Friends. The library is fully staffed. Technology will be pushed into FY 25. The staff reports were not available due to a printer issue, but all seems to be on target. The biggest issue is Overdrive, costing \$6000 a month with 400 requests per month and still people are waiting 80 days to receive materials and they cost much more than print materials. May events are quieter with some author's visits. The library will close on Saturdays from Memorial Day weekend until just after Labor Day as in the past year. June 27 will be the kick-off program for Summer Reading. Repainting has happened in the ladies room and upstairs conference room.

Friends of the Library: A. Gregory reported they are transferring bank documents and using signage showing sponsorship of library events. Their newsletter will also be on library bulletin boards and they are creating packets for Friends' info to be available in the library. Staff Appreciation Day was great. They continue to work on the benches. Book sale will have book drop off on May 11 and the sale on May 18. The Pollinator Garden funding will be voted in May due to not having a quorum in April.

Next meeting: May 23, 2024 at 3:00 pm. Agenda items: revisit revamping the policy for non-circulating reference materials.

P. Davis moved to adjourn, seconded by K. Fox-Alfano at 4:35 pm.

Respectfully submitted,
Susan Schmidt, Secretary