

JBPL Board of Library Trustees, March 28, 2024

Attendance: Kristina Prodouz, chair, Kathleen Fox-Alfano, vice chair, Todd Benedict, Susan Barlow, Perry Davis, Anne Gregory, Friends of the JBPL, Terry Johnson, interim director, Colleen Cunningham, assistant director, Susan Schmidt, secretary and Paul Gately.

The meeting was called to order at 3:01 pm

Vote: P. Davis moved to approve the minutes from the February 22, 2024 meeting, seconded by K. Fox-Alfano. The motion was carried unanimously.

Regarding the Feasibility Study RFP, P. Davis asked for clarification on the two committees listed in the RFP, one small and the other a larger group to work with the architecture firm that is selected. T. Benedict stated he is pleased with the work they have done with L. Hartsgrove. S. Schmidt moved to accept and approve the draft, T. Benedict seconded and the motion carried unanimously.

Discussion: Facilities working group gave an update. For the cupola project, there is a gap in the cost versus the money allocated for the project. P. Davis asked if the facilities working group could return to meet with Gale to find out what the most essential repairs needed are and then research the dates for CPC funding for the next application date for the fall town meeting as the funding request deadline is already past for the spring meeting. There is nothing new from the railing installation for the Children's Garden since T. Johnson met with an installer in February.

P. Davis and T. Benedict will meet with Lori Cooney about her offer to do a walk through of the library with an eye to needs for accessibility.

Library Director Evaluation: K. Prodouz will meet with Irja Finn to give her our feedback after she returns to work on April 10, 2024.

There will be a celebration luncheon on April 11 at noon for Library Appreciation Week (April 7-13) with chili from the Trustees and a sundae bar from the Friends of the Library.

We began to talk about how to celebrate the 100th anniversary of the library building, coming up in 2025. Continue to come up with some ideas.

Security training is available online for cybersecurity awareness. The link was emailed to the trustees' town email addresses. It is fairly brief to complete.

Director's Report: T. Johnson reported that Nicholas Schiller has added a Tech Tuesday presentation once a month to the library programming. The participants who attended the presentation in the Community Center gave feedback on other topics of interest to them. The IT work in the program room is still in process. The library building has been rekeyed. The budget is on target. The Library of Things is getting populated. For the moment, the "things"

will be housed in the back room with photos in the library and reservations can be made in in the Assabet reservation system. There has been progress with reaching out to town groups for the Strategic Plan.

Friends of the Library: A. Gregory reported that they have been discussing the transfer of the benches to the town and while not complete with a decision, have been discussing tables for the Children's Garden. They are sending out reminders for membership renewals. The spring book sale will have a drop-off date on May 11 and sale date on May 18. There will not be a rain date.

Next meeting: April 25, 2024 at 3:00 pm

Agenda items: Liz Hartsgrove plans to attend with an update for RFP and other progress in the Strategic Plan. We will examine the quarter 4 action plan and revisit CPC funding. There will be follow up on the disability walk-through and Nicholas and Kate will report on the courses they have taken. We will need to start on a library branding and marketing plan and make "dream team" appointments for the RFP committee.

The meeting adjourned at 4:19 pm.

Respectfully submitted,  
Susan Schmidt  
Secretary