

## **Trustees of the Jonathan Bourne Public Library      Meeting Minutes – 13 September 2021**

A meeting of the Trustees was held on 13 September 2021 in the Programming Room at the Bourne Public Library and was called to order at 3:31pm by K. Alfano, Chairman.

**Attendees:** Kathy Fox Alfano (Chairman), Perry Davis (Vice Chairman), Christine Crane, Kristina Prodouz (Secretary), Susan Schmidt, Irja Finn (Interim Library Director) and Heather DiPaolo (Pres. Friends of the Bourne Library).

Bourne Community Preservation Act funds that could be used for library repairs. applications for such funding must be submitted by August 20<sup>th</sup>.

### **Approval of Meeting Minutes**

- The minutes of the trustees' meetings held on 10 August and 20 August 2021 were both unanimously approved.

### **Friends of the Library Report**

- Heather reported on upcoming Friends' activities including participation in Bourne Canal Day on 18 September, a book sale on 9 October and the Friends' Annual Meeting to be held on 14 October in the Programming room at the library.
- The holiday Caring and Sharing online auction will take place again this year.

### **Voting Items:**

- **Approve Final Charter Change Requests**
  - A motion was made by C. Crane to leave the number of trustees at 6 in the Town Charter. P. Davis seconded the motion and it was approved unanimously.
- **Approve Library Assessment Survey**
  - S. Schmidt reported that she met with Sara Bevilaqua and the survey is complete and ready for distribution. The Trustees voted unanimously to distribute the survey electronically to library patrons.
- **Revisions to Community Preservation Act Application for November Special Town Meeting**
  - An application for \$400,000 in funding for library improvements and upgrades was prepared by K. Alfano and I. Finn and discussed with B. Johnson, chair of the CPC, and S. Feeney. It was recommended that an initial request be made for \$150,000 for repairs to the roof around the cupola and four front windows, and \$60,000 for replacement of the defective front doors.
  - P. Davis made a motion to authorize K. Alfano and I. Finn to present at the CPC meeting and advocate for \$400,000 on a contingency basis (\$210,000 in the first phase, remainder in phase 2). S. Schmidt seconded and the vote was unanimous.

### Information for Discussion:

- **Trustee Calendar update**
  - K. Prodouz and I. Finn will work on a Trustees' calendar for 2022.
- **Begin capital planning requests and update budget requests**
  - I. Finn reported that capital planning is underway and budget requests will be submitted on time.
- **Review Draft #1 of Library Director Job Description**
  - P. Davis reported that the draft job description was reviewed by I. Finn and, per her input, the technology knowledge requirements were updated.
- **Technology Librarian Sara Bevilacqua – technology updates**
  - S. Bevilacqua described recent upgrades to the computer capability at the library. Three computers were donated from the town as a result of the Bourne DPW computer upgrade. New meeting technology has been ordered. This is an Owl camera system with a microphone and speaker for broadcasting programs and meetings from the library.
  - The self-service printing capability is still down and will be the last public access portion of library technology to be available.
  - A request was made that S. Bevilacqua update the trustees' information on the Town of Bourne website and remove the standing meeting time.

### Interim Library Director Report

- I. Finn presented the August 2021 report including budget, technology, facilities and staffing updated. She reported that approval has been given for the hiring of 2 half-time contractual employees. Interviews have been conducted.
- The summer reading program ended in August and 11 adult and children's programs were held throughout the summer. The end of summer reading pizza party was attended by 125 patrons.

### Next Meeting

- The next meeting will be held on Tuesday, 19 October 2021 at the Jonathan Bourne Public Library at 4:00pm.

The meeting was adjourned at 4:50 pm.

Respectfully submitted,

*Kristina Prodouz*