

Jonathan Bourne Public Library
Board of Trustees Meeting - October 19, 2021
In-person, programming room

MINUTES

Attendance: Kathy Fox Alfano, Sue Barlow, Perry Davis, Susan Schmidt, Irja Finn (Interim Director) and Marilyn Tarallo (Friends of the Library President). Chris Crane and Tina Prodouz were absent.

Call to Order at 4:01 pm

No vote on the draft minutes from September was possible due to the Secretary having a family emergency.

Friends' Report: Marilyn Tarallo, the newly elected President of the Friends of Library came to share about recent events. Three board members resigned for various reasons.

During the Annual Meeting of the Friends of the Library, Marilyn Tarallo was elected President. No election for Vice President was taken, as the Board is currently working as a leadership team, which seems to be working well. The Friends participated in Canal Days that raised about \$350 and the fall book sale brought in about \$1800. The bake sale held by the Golden Pin Girl Scout Margaret Shea raised about \$450 for her project, which is building mini-little libraries for children's books. Great job!

At the annual meeting the Friends passed a budget with a portion earmarked to fund programming for adults and children. They have increased the budget for adult programming to \$7000 per year and Children's Programs including Summer Reading at \$8500 per year. They also have plans for a targeted fundraising campaign; the plan is to approach local business owners to contribute to upgrade the Community Programming Room with paint, new A/V equipment, new blackout drapes and more comfortable chairs.

The Friends are currently working on holiday plans for Christmas in Old Bourne Village and the annual Caring and Sharing fundraiser. They will gratefully accept creative donations.

Voting Items: December holidays

For the holidays, the Town of Bourne will close town offices all day on Friday, December 24 and Saturday, December 25. The library being a six day operation, a motion by Perry Davis, seconded by Kathy Fox Alfano to have the library close at 5:00 pm on Thursday, December 23, and closed Friday and Saturday. For New Year's Eve, which falls on a Friday, the library will close at its usual time of 5:00 pm and remain closed on Monday, January 3, 2022. The vote was unanimous.

Information for Discussion:

Report Task Force - Facilities

This group is currently awaiting news on their Community Preservation grant application, which goes before FinComm next week.

Trustee Calendar update-no report available due to Secretary's absence.

Submitted Capital requests

The library request for Capital Outlay of \$330,000 was submitted by Interim Director. She requested the \$300,000 for selective window replacement and \$30,000 for a comprehensive facility condition assessment of the library.

The library interior paint request will be added to the operating budget. A few options exist for who will do the painting - possibly the Barnstable County Sheriff's Office or students from Upper Cape Technical School. Due to COVID restrictions, their availability is fluid.

The women's first floor bathroom floor needs to be repaired as an emergency repair due to a pipe that seems to be lifting, causing a tripping hazard. Perry Davis recommends sending a letter to the Interim Town Administrator about the issue, and Sean Feeney of Facilities will receive a CC. The board agreed.

Need for updated Strategic Plan

The Board needs to update the Five-Year Strategic Plan. Irja Finn will research when a plan needs to be submitted as she is only our Interim Director. The belief is that it can be delayed due to the fact she is Interim. We will each read the current plan from the library website (found in the bottom, right hand corner) in the next week or so.

Library Assessment Survey

We currently have 103 responses. To have a more valid report, it would be ideal to have 300-400 responses, so we will leave it open longer. To improve response return, Perry Davis will reach out to Superintendent Kerry Ann Quinlan to ask if the principals can include a link in their newsletters to families. Sue will also share the survey link information on Bourne Community TV. Other community organizations will also share the link, like the Gardening club. At this point, the survey will likely remain open through the end of 2021. Susan will see about a print format for non-computer user patrons. We will try to reach out to non-users to get their feedback about why they don't use the library.

Reconfigure floor plan

There is a definite need for another first floor office. The Interim Director needs an office, due to the accessibility issues on the second floor. Irja's current office (Assistant Director's Office) is too small. One option is the current non-fiction section for the Children's collection. A door will need to be added to that space which was a former classroom. The board gave permission for the Interim Director and Trustee Chair to develop the most logical space use formats since we meet only once a month.

CPC grant Application

Our grant request for \$210,000 under Historic Preservation will be heard and decided at Town Meeting on November 15. Please attend if possible.

Interim Library Director Report

The Interim Director will send trustees a copy of the recently submitted FY21 statement for the Annual Town Report.

There was a successful adult outdoor music program in September under the rental tent. A few author talks drew smaller crowds. There is an upcoming author talk by Ted Reinstein and a few musical performances booked before the end of the year.

Plans are underway for Christmas in Old Bourne Village. The staff is working with various groups in planning for it. The theme is The Nutcracker. Ballet New England, a local dance troupe will be

performing parts of the ballet and the leading dancers are local students. They will perform during the Christmas in Old Bourne Village program.

The operating budget is 29% expended as of September 30th, right on target. Several large annual payments are made at the beginning of the fiscal year in July, which slightly skews the percentage early in the fiscal year.

The Interim Director wants to increase the annual budget for ebooks and e-audios next year, and is keeping monthly statistics to support this request. In September, she spent \$7000 for ebooks, but there are still people waiting on average 63-70 days to borrow titles. She feels that this area of borrowing has increased a lot since the start of the pandemic and would like those users to have more access to titles. 543 different library cards checked out more than 2000 titles in September and we are well on the way to meeting or exceeding those same numbers for October. There is also a need for more Large Print titles. Due to a shortage in staffing, the library may need to close earlier on Tuesdays. Perhaps a new timing for hours can help some of the shortages to better serve the needs of our clients and patrons.

Two temporary part-time employees have been hired and one has started. The person will start very soon. Their hiring will help to alleviate some of the staffing issues, but between the remaining Assistant Director's hours and Barbara's Lorentzen's recent retirement, the library is down by 26 hours per week.

Our next meeting is scheduled for November 17 at 3:00 pm.

The meeting adjourned at 5:18 pm.

Respectfully submitted,

Susan Schmidt, Trustee