

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 10 August 2021

A meeting of the Trustees was held on 10 August 2021 in the Program Room at the Bourne Public Library and was called to order at 12:04pm by K. Alfano, Chairman.

Attendees: Kathy Fox Alfano (Chairman), Perry Davis (Vice Chairman), Christine Crane, Kristina Prodouz (Secretary), Sue Barlow, Susan Schmidt, Terry Johnson (Children’s Librarian), Barry Johnson (Town Clerk) and Wendy Chapman (Assistant Town Clerk).

B. Johnson and W. Chapman were invited to the August Trustees meeting to review the assignment and use of Town of Bourne emails for Trustee business. They explained that Trustees’ emails and text messages are part of the public record and are to be retained. It was suggested that all library emails be held in an achived folder. W. Chapman provided K. Prodouz with a binder for the board containing all state laws including Open Meeting Law that govern Library Trustees. She also provided a folder containing examples of agendas and meeting minutes from other town committees for future reference.

K. Alfano asked B. Johnson about money remaining in the Bourne Community Preservation Act funds that could be used for library repairs. He will check on the amount and targeted purpose of available funds. B. Johnson noted that applications for such funding must be submitted by August 20th.

Approval of Meeting Minutes

- The minutes of the trustees meeting held on 13 July 2021 were unanimously approved.

New Business

- **Task Force report on library assessment**

S. Schmidt and K. Prodouz reported on progress made on development of a full library assessment beginning with a survey of patrons, community and staff to understand library usage patterns, the need for additional activities and programs, and the role of the library in the community, now and in the future. The information gathered will help in the development of a long-term plan for the library. S. Schmidt will work with S. Bevilaqua, Technology Librarian, to share the survey with trustees and library staff prior to distributing it more widely. Progress will be reported at the next meeting.

- **Task Force report on Bylaws**

P. Davis and S. Barlow serve on the Trustees Bylaws Task Force. Work on the bylaws is on hold until the revised Town Charter is approved at the November Town meeting.

- **Task Force to review Town Charter regarding Trustees**

The Town Charter Task Force (S. Barlow and C. Crane) reviewed and presented proposed changes to the current Town Charter as concern the Library Board of Trustees. A motion was

made by P. Davis to send the changes as written to the Town Charter Review Committee. C. Crane seconded the motion and the vote was unanimous.

- **Task Force to assess Facilities**

A Facilities Task Force was formed and includes board members K. Alfano and P. Davis, I. Finn (Interim Director) and two members of the community, Todd Benedict and Pat Nemeth. The group reviewed the findings of a 2020 Facility Condition Assessment Report commissioned by the Town of Bourne. Key points specific to the library called out the age of the building and need for significant repairs. In response, the Task Force developed a Request for a Detailed Building Assessment Study, the scope of which calls for an in-depth engineering review of safety, accessibility and building maintenance issues with subsequent recommendations. The board discussed the request in detail. K. Prodouz made a motion to vote to accept the request and forward it to the appropriate town committee. P. Davis seconded the motion and the vote was unanimous.

- **Update on Library Director Position Description**

P. Davis will amend the draft of the Library Director position description as may be required with changes to the Town Charter and discuss it with I. Finn, Interim Director.

Next Meeting

- The next meeting will be held on Monday, September 13, 2021 at the Jonathan Bourne Public Library at 3:30pm. Topics will include Town Charter Review, Library Survey and Facilities Assessment.

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Kristina Prodouz