

Trustees of the Jonathan Bourne Public Library Meeting Minutes - 8 December 2020

The monthly meeting of the Trustees was held on 8 December 2020 via Zoom. The meeting was called to order at 5:17pm.

Attendees: Karl Spilhaus (Chairman), Kiki Tura, Christine Crane, Kathy Fox Alfano, Kristina Prodouz and Patrick Marshall (Library Director). **Not attending:** Alison DeCosta

The minutes of the October meeting were approved.

New Business

- The Board accepted the resignation of C. Crane as Recording Secretary. The roll call vote was unanimous.
- A motion was made and seconded to elect T. Prodouz as Secretary. The roll call vote was unanimous.
- The Board discussed the role of a Local Advocate for the Library as raised by K. Fox Alfano at the September meeting. This would provide Trustee representation at the Selectmen's meetings. It was decided that Board members will circulate Town meeting notices and information when available and all members are encouraged to attend.
- P. Marshall proposed adjusted holiday hours for the library. A motion was made by C. Crane and seconded by K. Fox Alfano to accept the hours. The roll call vote was unanimous.
- The Library Director's Evaluation Form was revised by a subcommittee (C. Crane, K. Fox Alfano and T. Prodouz) and sent to the Board prior to this meeting. There was consensus that the Evaluation Form as reported by the committee is acceptable as discussed. T. Prodouz, Secretary, will finalize the document and send to the Board. Each Board member will complete the evaluation and return to T. Prodouz, Secretary, by January 8, 2021, who will collate the results and forward to K. Spilhaus, Chairman by January 22, 2021.

Director's Report and Budget

- P. Marshall reported on Director's activities and the library budget to date.
- No personnel changes have occurred in the last month.
- P. Marshall reported that *The Wall Street Journal* will be available online soon.

Friends of the Library

- C. Crane reported that the book shed was cleaned and a new lock was installed.
- T. Prodouz reported that an appeal letter to Friends for donations raised over \$6,000. Also, the annual Friends Caring & Sharing auction of holiday trees and gifts is ongoing.
- "Cocoa with the Friends" and a visit with Santa will take place on December 10, 2020
- K. Tura asked about the Friends' plan to make a puzzle of the Bourne quilt. C. Crane explained that logistics and expense of the puzzle put the plan on hold for now.

Future Agenda Items

- No agenda items were proposed.

The next Trustees meeting will be on January 12, 2021 at 5:15pm via Zoom. A motion was made by C. Crane to adjourn and seconded by K. Tura. The roll call vote was unanimous and the meeting was adjourned at 6:00pm.

Respectfully submitted,
Kristina Prodouz