

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 16 December 2021

A meeting of the Trustees was held on 16 December 2021 via Zoom and was called to order at 4:09pm by K. Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Sue Barlow, Christine Crane, Kristina Prodouz (Secretary), Susan Schmidt, and Irja Finn (Interim Library Director)

Approval of Meeting Minutes

- The minutes of the trustees meeting held on 19 October 2021 were unanimously approved.
- Minutes of the meeting held on 17 November 2021 will be emailed by K. Prodouz to the trustees for discussion at the January 2022 meeting.

Friends Report

- There was no report by The Friends of the Library this month.

Voting Items

- None.

Information for Discussion:

- **CPC Grant Application – RFP process**
K. Fox-Alfano reported that she and I. Finn met with G. Cannon, Acting Town Administrator (TA) to discuss the need for an environmental assessment of the library prior to capital spending. Currently the repairs to the front door and roof are on hold pending the assessment. The proposal is to move forward with RPF Environmental group. G. Cannon as Chief Procurement Officer for the town will sign off on this. The cost will be \$6-7,000 and the funds will come from state aid. P. Davis suggested that the trustees send a letter to the Massachusetts Board of Library Commissioners to inform them that state aid is being used for this purpose.
- **Report Task Force – Facilities and Environmental Assessment**
Update covered above.
- **Trustee Calendar update**
K. Prodouz and I. Finn will work on a Trustees' calendar for 2022.
- **Library Assessment Survey – results to date**
K. Prodouz presented summarized results of the Library Assessment Survey. The number of respondents to date is 170. The results highlighted the many strengths of the library in the areas of customer service, materials offered and programming. The trustees discussed areas of opportunity and issues to be potentially addressed in the next Strategic Plan, such as new technology, expanded hours and adult programs.
P. Davis noted that the survey is “snapshot” in time and that most respondents are library patrons. He suggested that the planning process for the upcoming Strategic Plan involve an Advisory Committee with broad community representation.

- **Update on Library Director Search**

The trustees discussed the Library Director Job Description. I. Finn will redraft the requirements for knowledge of information systems. The job description will be shared with G. Cannon, Acting TA. K. Fox-Alfano and P. Davis will meet with him to review next steps.

- **Lights in Parking Lot and Walkways at Night**

C. Crane presented the case for improved lighting on the library grounds and in nearby Bourne Village. She cited a falling incident during the evening of Christmas in Bourne Village. Suggestions were made for repairs to existing lighting and additional lighting during events. I. Finn and K. Fox-Alfano will submit a letter to Town Hall outlining the issue.

Interim Library Director Report

Several topics, including staffing and budgetary issues were covered by I. Finn. Two temporary employees have been hired but there are scheduling problems that must be addressed. In addition, the position vacated upon B. Lorenzen's retirement, has not yet been posted. The goal for the next 90 days is to operate at a minimum opening of 50 hours per week.

The budget for the next fiscal year has been underfunded and is below the requirement for state certification. I. Finn has discussed this with G. Cannon, Acting TA and E. Flemming, Finance Director and is looking for a waiver and for state aid to remain certified. The Trustees board needs to submit a letter to the Acting TA. I. Finn will draft the letter and K. Fox-Alfano will submit it to the Acting TA and the Finance Committee.

Other library news covered the successful and well-attended program held during Christmas in Bourne Village and the new monthly Bourne TV spot "What's Happening" at the library hosted by I. Finn and K. Fox-Alfano. Also, the children's story walks will continue through the winter.

Next Meeting

- The next meeting will be held on Thursday, 27 January 2022 at the Jonathan Bourne Public Library or via Zoom at 3:00pm.

The meeting was adjourned at 5:27 pm.

Respectfully submitted,

Kristina Prodouz