

## **Trustees of the Jonathan Bourne Public Library Meeting Minutes – 28 July 2022**

A meeting of the Trustees was held on 28 July 2022 at the Jonathan Bourne Public Library and was called to order at 3:00pm by K. Fox-Alfano, Chairman.

**Attendees:** Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Susan Schmidt, Sue Barlow, Todd Benedict and Irja Finn, Library Director. Also attending was Marilyn Tarallo, President, Friends of the Jonathan Bourne Public Library.

### **Voting Item - Approval of Meeting Minutes**

- The minutes of the trustees meeting held on 23 June 2022 were unanimously approved.

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

- M. Tarallo reported that the Friends of the Library will have a tent at Canal Day on September 17<sup>th</sup>. The Friends are working with the Library Director on materials and games for the event.
- A library staff appreciation day in September was suggested and will be planned jointly by the Friends and the Trustees.

### **Information for Discussion:**

- **Update on CPC approved funds for library repairs**

Town Administrator Marlene McCollem communicated to the trustees that future repairs to the library building will be performed as a town project with the TA as the Chief Procurement Officer and assistance from Shawn Feeney, Facilities. The initial project plan was described by K. Fox-Alfano. A first step is an assessment of the site by Gale Associates, an engineering firm, followed by presentation by Gale Assoc. of a draft scope of work required on the building. Ms. McCollem will be invited to the August trustees meeting to discuss the findings and forward plan.

T. Benedict suggested that the Facilities Task Force convene to discuss the initial report by Gale Assoc. when it is received. Also, the question was raised as to whether CPC funds that were awarded to the Trustees of the Library in May 2021 could be spent on any repairs, such as to the flashing on the library cupola. The task force will follow up on this.

- **Capital Planning Discussion for Fall**

Capital planning will begin in September. K. Fox-Alfano suggested that the topic of a new library building be added for discussion with the Capital Outlay committee.

- **Email password – Town IT**

New passwords are available for each trustee on the Town of Bourne email system.

### **Library Director Report:**

- **Assistant Director recruitment**

I. Finn reported that there were 31 applicants for the Assistant Director position. Zoom interviews by I. Finn, K. Fox-Alfano and HR will be conducted with 6 candidates. The position of Circulation Assistant has been approved and posted.

- **Other items**

The Director reported that the FY 2022 budget was successfully closed out with a return of \$113,000 to the town budget.

Children's Librarian T. Johnson has contacted Joint Base Cape Cod and the base will provide space for future on-site children's programs. I. Finn also reported that the summer reading program has been very successful. There were 1800 attendees in the first 4 weeks of events bringing the library back to pre-COVID numbers.

### **Next Meeting**

- The next meeting will be held on Thursday, 18 August 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 3:35pm.

Respectfully submitted,

Kristina Prodouz