

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 18 August 2022

A meeting of the Trustees was held on 18 August 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 were members of the Friends of the Jonathan Bourne Public Library including Marilyn Tarallo (President), Pat Nemeth (Treasurer), Helen Bresnahan, Kathy Cardeiro and Nancy Selchan.

Invited guest: Town Administrator, Marlene McCollem.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 28 July 2022 were unanimously approved.

Information for Discussion:

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

Town Administrator Marlene McCollem attended the August meeting and shared the status of the engineering assessment of the library building envelope. The engineering firm, Gale Associates of Weymouth, is expected to submit their findings and a proposal of work shortly. Ms. McCollem will work with Gale Associates to create a scope of work and proposal of the needs and expectations from a future contractor. In addition, leak testing of the building will be performed to determine the source(s) of water infiltration. These findings will aid in determining the whole scope and cost of the work needed on the library building. Ms. McCollem added that CPC funds will be used to pay for the Gale Associates work then we will determine if there is a need to prepare a capital request for the fall town meeting.

P. Davis asked about keeping the CPC informed of this plan and proposed spending of CPC funds on preparation of the proposal and scope of work. M. McCollem will speak with B. Johnson about funding and how monies will be spent.

K. Fox Alfano asked about timing. M. McCollem expects to receive the scope of work and proposal by 8/30 from Gale Associates and will share the information with the Director and Trustees.

T. Benedict suggested that the Facilities Task Force meet bimonthly to discuss the initial report by Gale Associates when it is received and the project once it is underway.

- **Update on other library issues**

Additionally, Ms. McCollem advised that there will be HVAC and boiler repair work conducted from December 2022 to Dec 2023 as part of a project by ESCO (Energy Service Companies) for the town.

Ms. McCollem reported that planning for the replacement of the library septic system is underway. Funding is available for the design phase but not the construction phase. S. Patterson and S. Feeney will write the scope of work to put out to bid for a septic engineer. Additional funding will be requested at the fall town meeting.

In other news, Ms. McCollem shared the possibility of using ARPA funds for capital equipment for expansion of the public computer offerings. I. Finn will work with the Town IT director to further investigate.

K. Fox Alfano asked about getting slotted into long term capital planning for additional funding. Ms. McCollem explained that the Capital Planning committee is by law controlled and they evaluate all requests, rank them and create a mechanism for funding. K. Fox Alfano will contact Don Picard.

Library Director Report:

- I. Finn reported that finalists have been selected for the Assistant Director and Circulation Assistant positions with approval pending references and background checks. If there are no issues, the Town Administrator will extend written offers by the end of the month. M. McCollem is supportive of the idea of hiring temporary staff to cover extended absences.
- The final tally for summer reading attendance was 1900, almost back to pre-Covid levels. I. Finn thanked Terry Johnson and Sara Bevilaqua for their hard work and assuming the adult programming responsibilities while the library was without an Assistant Director.
- Library staff will be present with the Friends of the Library at Canal Day on September 17th. September is National Library Cards Sign up Month and the staff will be there to promote library programs and help people sign up for a card on site.

Friends of the Library Report

- M. Tarallo reported that the Friends of the Library will have a tent at Canal Day on September 17th with information about what the Friends do to support the library.
- A library staff appreciation day in September was discussed and will be planned jointly by the Friends and the Trustees as part of the new staff onboarding.
- The Friends presented the final Bourne Quilt coloring book that may be used in future fundraisers.

Next Meeting

- The next meeting will be held on Thursday, 22 September 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 3:55pm.

Respectfully submitted,

Kristina Prodouz