

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 22 December 2022

A meeting of the Trustees was held on 22 December 2022 at the Jonathan Bourne Public Library and was called to order at 3:00pm by K. Fox-Alfano, Chairman. The meeting was also available on Zoom.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Susan Schmidt, Todd Benedict, Irja Finn, Library Director, Marlene McCollem, Town Administrator, Elizabeth Hartsgrove, Assistant Town Administrator, and Marilyn Tarallo (by Zoom) and Anne Gregory, Friends of the Jonathan Bourne Public Library. Not attending – Sue Barlow.

Voting Item - Approval of Meeting Minutes

- A motion was made by P. Davis and seconded by T. Benedict to accept the minutes of the trustees meeting held on 17 November 2022. The minutes were unanimously approved.

Information for Discussion:

- **Town Administrator Marlene McCollem - Gale Associates water intrusion testing findings**

M. McCollem, TA summarized the report by Gale Associates of the water infiltration study conducted at the library in the fall. The main areas of water intrusion are the cupola and the front wall or façade containing the front entrance. The TA outlined the process for working together with the trustees on any construction project, with the trustees making the recommendation for repairs and town hall requesting capital funding through the Capital Outlay Committee and on to the Finance Committee, the Selectmen and Town Meeting.

The trustees unanimously recommended that the cupola be restored. M. McCollem, TA is in favor of moving forward on repairs to the cupola and believes that this repair qualifies for the previously awarded CPA funds. M. McCollem will issue the RFP.

The TA expressed concerns however, over the issue of a costly repair of the front masonry vs. the questionable future of the library building. Repairs to the front wall would involve an extensive masonry project costing upwards of half a million dollars. The trustees discussed the issues and cost-effective ways to control the leakage and provide a safe front entrance to the building. A “Make-Safe” project to stabilize the front wall would not be covered by CPC or historic preservation funding.

- **Capital Planning for Spring Town Meeting**

The Board of Trustees and TA M. McCollem will jointly developing 2 proposals for capital funding for the May 2023 Town Meeting. Article 1 is a request for \$150,000 for a feasibility study to address and compare the possibilities and costs of repairing the existing library, renovating and building an addition, and moving to a new building. The proposed timeline for this project is 8-12 months.

Article 2 addresses the Make-Safe project to stabilize the front wall and entryway to last for the next 5 years or so as the future of the existing library is evaluated. The Board of Trustees Facilities Task Force, L. Hartsgrove, Asst. TA, the Library Director and the Facilities Department are collaborating on the planning portion and cost estimates of this project.

M. McCollem, TA will present Articles 1 and 2 at the next Capital Outlay Committee meeting.

T. Benedict reiterated that it is important that the Board of Trustees are informed on the status of the cupola repairs and the projects outlined in Articles 1 and 2.

Library Director Report

- **Staffing Update – Assistant Director and Information Systems Librarian**

I. Finn reported that the new Assistant Director, Colleen Cunningham, will be starting on January 10, 2023. The posting for the job of Information Systems Librarian will be posted next week.

- **Training**

All staff will attend training on January 24 and 25 on the Integrated Library System (ILS) Koha. CLAMS is converting to Koha away from Sierra. The new system will roll out at the end of February.

- **Strategic Plan – restart process**

I. Finn informed the trustees that the Library's Strategic Plan must be filed by June 1, 2023. There are no consultants available through MBLC at this time and she is looking at other sources. Also, it is necessary to repeat the Community Survey because the previous survey is more than a year old.

Friends of the Library Report

- A. Gregory reported that the Friends Caring and Sharing silent auction was a great success this year. A record \$4,901 was collected for charities, with \$1,008 designated for the Friends of the Jonathan Bourne Library.
- The Trustees and Friends held a library staff appreciation luncheon on December 2nd. P. Davis thanked the Friends for their contributions.

Next Meeting

The next meeting will be held on Thursday, 26 January 2023 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:25pm.

Respectfully submitted,

Kristina Prodouz