

## **Trustees of the Jonathan Bourne Public Library      Meeting Minutes – 26 January 2023**

A meeting of the Trustees was held on 26 January 2023 at the Jonathan Bourne Public Library and was called to order at 3:10pm by K. Fox-Alfano, Chairman. The meeting was also available on Zoom.

**Attendees:** Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary, by phone), Susan Schmidt, Todd Benedict (by phone), Irja Finn, Library Director, and Colleen Cunningham, Assistant Library Director. Also attending were Sam Watson, library intern, 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 S. Schmidt to accept the minutes of the trustees meeting held on 22 December 2022. The minutes were unanimously approved.

### **Voting Item – Return of CPC grant funds to Community Preservation Committee**

K. Fox-Alfano introduced the topic of returning \$60,000 in CPC grant funds to the Community Preservation Committee. These funds were awarded in 2021 for the purchase of new front doors for the library. The work was delayed for completion of an engineering assessment by Gale Associates in 2022. The study objective was to define the water intrusion problem on the front of the building and in the cupola. The findings of the Gale Associates study resulted in the need for a capital request for a “Make Safe” project to repair the library façade. A capital request for \$100,000 has been prepared, therefore replacement of the library doors is postponed indefinitely.

During the discussion of returning the CPC funds, P. Davis noted that there is no immediate ability to spend to funds and the focus now is on a longer-term view for repair/replacement of the library. He recommended that the money be returned. K. Fox-Alfano asked if there is any current need for these CPC funds and none was identified. T. Benedict supported returning the \$60,000. P. Davis made a motion to return the money to the Community Preservation Committee. K. Fox-Alfano seconded the motion. The trustees voted unanimously to return the CPC funds.

### **Information for Discussion:**

- **Update on Capital Planning Requests**

The trustees discussed the two 2 capital requests that have been prepare for spring 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. 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 articles have been presented to the Capital Outlay committee and will be presented by M. McCollem, TA, at the next Selectmen’s meeting. The Trustees are encouraged to attend.

- **Consideration of an EV Charging Station**

I. Finn proposed that the trustees consider installing an EV charging station at the library as an incentive to bring people into the library. Local schools and businesses have installed them recently. There is currently a grant of up to \$50,000 to put in an EV charging station. P. Davis asked if the grant would be awarded to the town or the library and he offered to speak with town counsel on how to proceed. K. Fox-Alfano will send a letter to M. McCollem, TA to share the opportunity for the EV station grant and the filing process.

- **Next Town Election – May 2023**

The town election will be held on 16 May 2023. Two trustees, K. Fox-Alfano and K. Prodouz, will be seeking reelection. Signatures are due in late March.

### **Library Director Report**

- **HR Update**

I. Finn and the trustees welcomed the new Assistant Director, Colleen Cunningham. The Information Systems Librarian position was posted and will be open for 30-45 days.

- **FY23 Budget Update**

I. Finn reported that the library is on target with the budget with 50% spent. Updating all of the databases was budgeted at about \$50K but will cost about \$61,000. The extra will be made up from the Buildings and Grounds budget.

- **KOHA Training and Transition**

All staff attended the first of 2 days of training on the Integrated Library System (ILS) KOHA. CLAMS is converting to KOHA away from Sierra. The switch to the new system will occur on February 27th. I. Finn asked for the trustees' assistance in the library when KOHA goes live.

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

A. Gregory reported that the Friends spent \$175 on lights for the Christmas tree. They are also looking into replacing the benches in the children's garden area as two are unusable.

Dates for the 2023 Friends book sales are set: June 10<sup>th</sup> (book drop-off on June 3<sup>rd</sup>) and September 23 (book drop-off on September 16<sup>th</sup>).

### **Next Meeting**

The next meeting will be held on Thursday, 23 February 2023 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:10pm.

Respectfully submitted,

Kristina Prodouz