

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 17 November 2022

A meeting of the Trustees was held on 17 November 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), Sue Barlow, Susan Schmidt, Todd Benedict, Irja Finn, Library Director, and Anne Gregory, Friends of the Jonathan Bourne Public Library.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 27 October 2022 were unanimously approved.

Information for Discussion:

- **Gale Associates – results of water intrusion testing**

I. Finn reported that a report of results of water intrusion testing performed by Gale Associates is expected in early December. A structural engineer will be on site next week to assess the masonry on the front of the building.

- **Capital Planning Facilities – Spring Town Meeting**

I. Finn reported that TA M. McCollem and S. Feeney, Facilities, are developing two articles for capital planning for the Spring 2023 Town Meeting. Article 1 is focused on the specific repairs needed to the roof, cupola and gutters as demonstrated by the Gale Associates testing. Article 2 will cover a request for a feasibility study to address the possibilities and costs of repairing the existing library, renovating and building an addition, and moving to a new building.

- **Facilities Task Force Update**

The next meeting of the Facilities Task Force will be held on November 29th.

- **Strategic Plan – revisit schedule and committee**

I. Finn informed the trustees that the Library's Strategic Plan must be filed by July 2023. She proposed hiring a consultant to facilitate the process of developing the plan.

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. Also, Sara Bevilaqua's last day is December 9th. I. Finn is working with HR to draft a job description for her replacement that meets the future information technology needs of the library.

- **Repairs and upgrades**

The library's interior lighting project has been completed. I. Finn reported that the library will be getting new front lights. She has also requested that the Director's office and the office of the information technology librarian be painted.

Friends of the Library Report

- **Custody of Centennial Quilt – Selectmen’s Meeting update**

The Board of Selectmen granted custody of the Bourne Centennial quilt to the Library Trustees at a recent Selectmen’s meeting.

A. Gregory reported that the Friends Caring and Sharing silent auction at the library will run through Friday, December 2nd to coincide with the Christmas in Olde Bourne Village program to be held at the library that evening.

The Trustees and Friends will jointly hold a library staff appreciation luncheon on 2 December at noon.

Next Meeting

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

The meeting was adjourned at 4:02pm.

Respectfully submitted,

Kristina Prodouz