

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 27 October 2022

A meeting of the Trustees was held on xx October 2022 at the Jonathan Bourne Public Library and was called to order at 3:03pm by K. Fox-Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Sue Barlow, Todd Benedict, Irja Finn, Library Director, and Anne Gregory, Friends of the Jonathan Bourne Public Library. Not attending: Susan Schmidt.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 22 September 2022 were unanimously approved.

Information for Discussion:

- **Update on Gale Associates testing**

I. Finn reported that water intrusion testing will be performed by Gale Associates beginning November 1. Timing is weather-dependent and will be reviewed and finalized on Monday of next week. Once results of the testing are available and the extent of the problem defined, Town Administrator Marlene McCollem will work with Facilities and Gale Associates on the design of the work to be done including possible repairs to the vestibule, cupola and windows on the front of the building.

T. Benedict requested that the Facilities Task Force reconvene for review of the Gale findings and discussion of priorities and long-term plans. K. Fox-Alfano set the meeting for 14 November.

- **Deferral of TRANE HVAC project from Fall Town Meeting**

K. Fox-Alfano reported that the library is out of the TRANE HVAC project. The project has a 15-year contract timeline and the library building will likely require renovation or replacement in that timeframe. HVAC and roofing improvements for the library are covered in the FY23-27 capital plan.

- **Collection Development Policy review**

I. Finn introduced the Materials Selection and Disposal Policy that has been drafted by Town Counsel. P. Davis suggested some changes to the policy that will be incorporated in the next draft for Town Counsel review and comments.

- **Determine next Board of Trustees policy for review and updating**

I. Finn reported that the Behavior Policy and other policies are reviewed with Legal on a 5-year basis. The trustees reviewed the current behavior policy and suggested adding an emphasis on patron safety.

- **Capital Budget Process for FY24**

Capital requests for library repairs and/or upgrades will be deferred until the spring town meeting. I. Finn reviewed the capital line items in the FY23-27 capital budget distributed at the October Town Meeting. The findings by Gale Associates on the state of the building envelope will be taken into account in upcoming capital planning sessions. I. Finn will review the budget process with the trustees at the next meeting.

Library Director Report:

- **Assistant Director recruitment update**

A candidate for Assistant Director has been selected and an offer letter was signed by TA M. McCollem.

- **Lighting replacement update**

The lighting replacement project has gone well and will be completed on 23 October.

- **First quarter FY23 budget recap**

Director I. Finn reported that the budget is in good shape with spending at 23%.

Friends of the Library Report

Anne Gregory reported that the Fall Book Sale held on October 1st netted \$1,447.

The Friends Annual Meeting was held on 24 October at which time officers were elected and the budget approved. Scholarships were omitted from the 23/24 budget.

The Friends held a luncheon for the women and men involved in the making and display of the beautiful Bourne quilt that hangs in the program room.

The Friends Caring and Sharing silent auction will be held this holiday season. Donated items will be on display in the library beginning in early November.

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

Next Meeting

- The next meeting will be held on Thursday, 17 November 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:39pm.

Respectfully submitted,

Kristina Prodouz