

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 23 June 2022

A meeting of the Trustees was held on 23 June 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 was Anne Gregory, Friends of the Jonathan Bourne Public Library.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 26 May 2022 were unanimously approved.

Friends of the Library Report

- A. Gregory reported that the Friends of the Library received approval from the Town of Bourne Selectmen for the printing of a library quilt coloring book for future sale as a fundraising initiative.
- The Friends awarded three scholarships this spring; one each to two graduating seniors from Bourne High School and one to an Upper Cape Technical School graduate.

Voting Item:

- **Update and vote to move forward on CPC approved funds for roof/cupola repair, and historic door replacement**

Last month the Trustees discussed moving forward on library building improvements and voted to begin the planning for renovations. K. Fox-Alfano, P. Davis and T. Benedict met with the Town Administrator to kick off the process and understand Town regulations with respect to requests for construction and RFPs. M. McCollem, Town Administrator, will provide additional input on the procurement and spending process later this month. The Trustees recommended that K. Fox-Alfano, Chairman, provide a project update this month to B. Johnson, Chair of the Community Preservation Committee.

P. Davis presented a summary of the status of the CPC funds (totaling \$210,000) that were awarded to the Trustees of the Library in May 2021. The Trustees discussed a proposal for moving forward. A motion was made by K. Fox-Alfano and seconded by S. Schmidt to establish a CPC Funded Project Subcommittee to lay out a plan for working with the Town Administrator and the Community Preservation Committee to spend the allotted funds for repairs to the roof, windows and front doors of the building. The subcommittee will report to the Trustees at the August 2022 meeting.

Information for Discussion:

- **Capital Planning Discussion for Fall**

Director I. Finn proposed that capital planning begin in September. K. Fox-Alfano will reach out to the Capital Committee and request that a liaison attend a future Trustees' meeting to describe the process. There is currently \$25K in the library budget this year allocated for an assessment of the second floor of the library with respect to weight bearing and installation of an elevator. The process for spending the money will be determined.

- **Make our Bourne Library a Bourne Priority**

The initiative “Make Bourne Library a Bourne Priority” was presented by K. Fox-Alfano. It was determined that this effort will be combined with the Strategic Plan work this fall.

- **Email passwords**

Work continues to establish new passwords for the Trustees on the Town of Bourne email system.

Library Director Report:

- **Strategic Plan - Update**

I. Finn reported that work on the Strategic Plan will commence in the early fall upon the hiring of an Assistant Library Director.

- **Assistant Director recruitment**

I. Finn reported that posting for the Assistant Director is currently internal only but external posting is expected after July 4th.

- **Other items**

The Director described the state requirement for 50 hours of operation to begin in July. The library will move to summer hours in early July and will be open Monday through Friday. The summer reading program kicks off next week and there is a very full schedule of programs for children and adults.

Next Meeting

- The next meeting will be held on Thursday, 28 July 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 5:02pm.

Respectfully submitted,

Kristina Prodovz