

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 26 May 2022

A meeting of the Trustees was held on 26 May 2022 at the Jonathan Bourne Public Library and was called to order at 3:07pm by K. Fox-Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Kristina Prodouz (Secretary), Susan Schmidt, Todd Benedict and Irja Finn, Library Director. Also attending was Anne Gregory, Friends of the Jonathan Bourne Public Library. Sue Barlow was unable to attend.

Voting Item - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 28 April 2022 were unanimously approved.

Friends of the Library Report

- A. Gregory reported that the Friends of the Library outdoor book sale was held on Saturday, May 21st from 10am to 2pm. Sales totaled \$1,436 and there was a donation of \$200. The Friends formed a subcommittee to review the benefits vs. effort of holding future book sales.
- The Friends are considering selling copies of the quilt coloring book as a fundraising event and will be talking with the Bourne Historical Committee.
- Two members of the Friends of the Library Board resigned recently as other commitments prevented them from attending board meetings.
- The next meeting of the Friends of the Library will be held on June 27th at 1pm.

Information for Discussion:

- **Report Task Force – Facilities; Environmental and Facilities Assessments**

K. Fox-Alfano reported that the final written report of the Environmental Assessment was received and was summarized by the Facilities Task Force. Overall, the findings indicate the need for asbestos mitigation and removal around the front door and windows that will be addressed during any future renovation. At present, \$25,000 is available through CPC funding for an engineering study of the second floor. P. Davis pointed out that there may be some flexibility in how to spend the funding in light of discussions of building renovation in the near future.

- **Capital Planning Discussion**

Director I. Finn mentioned that discussions need to take place over the next few months regarding capital planning for the fall deadline and CPC funding requests.

- **Nominations and Election of Trustee Officers**

Officers of the Library Board of Trustees for 2022-2033 were elected. P. Davis nominated K. Fox-Alfano for Chairman and K. Prodouz seconded. The vote was unanimously in favor. K. Fox-Alfano moved to nominate P. Davis as Vice Chairman, K. Prodouz seconded and the vote was unanimous. K. Fox-Alfano nominated K. Prodouz to be Secretary for the coming year. This was seconded by P. Davis and all votes were in favor.

Voting Items:

I. Begin Planning for Renovated Library

The Trustees discussed moving forward on library building improvements and a vote to begin the planning for a library renovation passed unanimously. K. Fox-Alfano and P. Davis will strategize how to kick off the process with the Town Administrator. Two important steps were outlined – 1. setting up a Facilities Assessment Task Force, and 2. understanding Town regulations with respect to requests for construction and RFPs.

II. Letter of Support – Bicentennial Quilt Coloring Book

P. Davis made a motion to provide the Friends of the Library with a letter of support for the quilt coloring book. K. Fox-Alfano seconded the motion. All trustees voted in favor of the motion.

Library Director Report:

- **Strategic Plan Update**

I. Finn and P. Davis are finalizing the membership of a committee to begin work on the Strategic Plan. One person has stepped down from the committee, leaving a total of 6 members. P. Davis will serve as facilitator during the three to four 90minute sessions required to complete the plan.

- **Assistant Director recruitment**

M. McCollem, Town Administrator is reviewing the job description for the position of Assistant Library Director prior to posting within the week.

- **Other items**

The application for funds from The Bourne United Methodist Church neighborhood gift fund was not accepted. Improvements to the programming room including a mechanized projector screen and a sound system will be achieved using alternate funding.

The Director raised the possibility of a Home Bound Delivery Program in the future. This will be discussed along with existing library policies at later meetings.

T. Benedict asked about the existence of historical files about the library building. The building is on the Massachusetts Historic Register but not on the National Historic Register. T. Benedict ask asked about accreditation for the building in accordance with state library standards (with respect to items such as lighting, safety, fire drills, etc.). This will be discussed at a future meeting.

Next Meeting

- The next meeting will be held on Thursday, 23 June 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:36pm.

Respectfully submitted,

Kristina Prodouz