**Trustees of the Jonathan Bourne Public Library Meeting Minutes** **– 20 May 2021**

A meeting of the Trustees was held on 20 May 2021 outdoors at the Bourne Public Library and was called to order at 1:00pm by K. Prodouz, Secretary.

**Attendees:** Kathy Fox Alfano (Chairman), Perry Davis (Vice Chairman), Christine Crane, Kristina Prodouz (Secretary), Sue Barlow, Susan Schmidt, Irja Finn (Interim Library Director) and Heather DiPaolo (President, Friends of the Jonathan Bourne Public Library)

**Approval of Meeting Minutes**

* A motion to accept the minutes of the trustees meeting held on April 13, 2021 was made by K. Fox Alfano and seconded by C. Crane. The minutes were unanimously approved.

**New Business**

* **Election of officers:** Nominations were made for the offices of Chairman, Vice Chairman and Secretary. K. Prodouz nominated K. Fox Alfano for Chairman and the vote was unanimous. K. Fox Alfano nominated P. Davis for Vice Chairman and the vote was unanimous. K. Fox Alfano nominated K. Prodouz for another term as Secretary and the vote was unanimous.
* **New Trustee Orientation Packet:** There was a discussion about mandatory training for new trustees on Open Meeting Law and Ethics. Trustees were urged to research the website of the Massachusetts Board of Library Commissioners for the Library Trustees Handbook and orientation materials, training modules and a calendar of virtual meetings. P. Davis will formally make a request to the Town Administrator for a Trustees email account. K. Prodouz will work on the yearly calendar and contact information sheet for the next meeting.
* **Process for new Library Director recruitment:** P. Davis compiled and presented a document on the process for recruiting a new library director that covered topics such as coordination with the Town Administrator, the role of the Board of Trustees, recruitment, screening and recommendation of finalists. K. Fox Alfano and P. Davis will meet with the Town Administrator to discuss the process in early June and report back at the next board meeting. I. Finn will share the Library Director job description with the trustees.
* **Committee to begin library assessment:** An assessment will be conducted after the library reopening. The goal is to gather information from the community to guide the library’s Long-Range Plan. K. Prodouz will reach out to MBLC for help in designing a survey. P. Davis asked about the capital improvement plan and where we are in the process. I. Finn reported that the dates have been moved forward in the calendar year and that capital requests for library repairs are due in September. She indicated that “historic” Community Preservation Committee funds of $11,000 may still be available. We will take a tour of the building and discuss library space modifications at the next meeting.

**Old Business**

* **Town and Library reopening plan update:** I. Finn met with the Bourne Board of Health and a comprehensive reopening plan of town buildings including the library has been developed. The library will open to patrons on Tuesday, June 1, 2021. This is a fluid situation and fine tuning of operations will proceed through the summer.
* **Trustee Calendar update:** K. Prodouz will make a 2021-2022 calendar template and bring it to next meeting for discussion and input.
* **Further discussion on Town Charter review:** The board discussed the need for additional language to that proposed to the Charter Review Committee earlier this year. K. Fox Alfano will share a draft at the June meeting.

**Library Report**

* **Interim Library Director and Departments:** I. Finn reported that the library’s budget is in a good position. She is pushing for a dedicated line item in the budget for Overdrive (ebooks) and is awaiting a quote from the Preservation Committee for building repairs. A formal request has been submitted to G. Cannon, Asst. Town Administrator, for a paid summer intern.

**Friends of the Bourne Public Library**

* H. DiPaolo reported that applications are being accepted for the 2021 Friends scholarships. Three scholarships each at $1500 will be awarded to graduating high school seniors. A total of $4,000 was given by the Friends to support adult and children’s programming through the summer and into the fall. The Friends will hold an outdoor book sale on Saturday, May 22, 2021 from 10am-3pm.

**Next Meeting**

* The next meeting will be the regular monthly meeting on Tuesday, 8 June 2021 at the Jonathan Bourne Public Library at 4:00pm.

A motion to adjourn the meeting was made by C. Crane. The meeting was adjourned at 3:15 pm.

Respectfully submitted,

Kristina Prodouz