

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 13 July 2021

A meeting of the Trustees was held on 13 July 2021 at the Bourne Public Library and was called to order at 1:02pm by K. Alfano, Chairman.

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

- The minutes of the trustees meeting held on 8 June, 2021 were unanimously approved.

Friends of the Bourne Public Library – H. DiPaolo

- H. DiPaolo reviewed upcoming Friends activities that include Welcome Back event for the Friends on August 18th, participation in Bourne Canal Days in September and a Friends pop-up book sale also in September. The Friends Annual Meeting will be held in October at which time a change to the bylaws to include a student fee for membership will be presented for vote.
- The Friends Board has an open position of Fundraising Chair.
- Two tents were ordered with funds granted by the BCEC.

New Business

- **Report on Staff Listening Sessions**

Listening sessions with library staff were held in June by K. Alfano and K. Prodouz. Information was summarized and shared with the Board. Themes were identified from the feedback including physical work environment improvements, both short- and long-term, and community outreach opportunities. The Library Assessment Task Force will continue to review the data. Thank you notes will be sent to the staff.

- **Task Force to begin library assessment**

A Task Force (S. Schmidt and K. Prodouz) was formed to work on a full library assessment beginning with a survey of patrons, community and staff to understand library usage patterns, the need for additional activities and programs, and the role of the library in the community, now and in the future. The information gathered will help in the development of a long-term plan for the library.

- **Task Force to write Bylaws**

P. Davis and S. Barlow will serve on the Trustees Bylaws Task Force.

- **Task Force to review Town Charter regarding Trustees**

A Town Charter Task Force (S. Barlow and C. Crane) is reviewing proposed changes to the current Town Charter as concern the Library Board of Trustees.

- **Task Force to assess Facilities**

A Facilities Task Force was formed and includes board members K. Alfano and P. Davis and members of the community.

Old Business

- **Update on Director position**

Interim Director I. Finn reported that she met with the Town Administrator. She will serve as Interim Director for a minimum of 1 year. Two parttime staff will be hired to back fill the Assistant Director position.

- **Trustee Calendar update**

The committee continues to meet to develop a yearly Trustees schedule and highlight areas in which they work together with the library and timing (e.g., long-term planning).

- **Email use by Board of Trustees members**

P. Davis presented a letter to be sent to B. Johnson, Town Clerk, requesting Town of Bourne email accounts for the Trustees. Trustee emails are public record based on Open Meeting Law. A motion was made by K. Alfano to sign and mail the letter to B. Johnson and seconded by K. Prodouz. The motion was unanimously approved.

- **Review fine free policy**

The fine free policy was reviewed by I. Finn. A motion to adopt the policy at Bourne Library was made and seconded. The policy was unanimously approved.

Next Meeting

- The next meeting will be held on Tuesday, August 10, 2021 at the Jonathan Bourne Public Library at 12:00pm. Topics will include Trustee Bylaws, Town Charter Review and Library Assessment.

The meeting was adjourned at 2:45 pm.

Respectfully submitted,

Kristina Prodouz