

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

A meeting of the Trustees was held on 27 January 2022 via Zoom and was called to order at 3:12pm by K. Fox Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Sue Barlow, Christine Crane, Kristina Prodouz (Secretary), Susan Schmidt, and Irja Finn (Interim Library Director). Also attending were Nancy Selchan, Friends of the Jonathan Bourne Public Library and Mary Jane Mastrangelo, Board of Selectmen.

Friends of the Library Report

- N. Selchan reported that the Friends propose a revision to their bylaws to reflect the addition of At-Large Board members and that the proposed bylaws are available on the library website. A Friends meeting will be held on March 7 to discuss and vote on the bylaw changes.
- A proposal was made and to combine the Friends Building Account monies with those of an existing brokerage account into a new brokerage account.
- The Friends purchased a museum pass to the New Bedford Whaling Museum.
- The January/February Newsletter is due to be published shortly

Voting Items - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 17 November 2021 were unanimously approved.
- Minutes of the meeting held on 16 December 2021 were unanimously approved.

Information for Discussion:

- **Report Task Force – Facilities; Environmental and Facilities Assessments**
A request for an environmental assessment of the library was submitted and waiting for approval of Town Counsel. Funding of the assessment (\$5,700) will likely be through State aid. The Environment assessment must be completed prior to the Facilities Assessment or any purchasing for repairs through CPC funding.
- **Trustee Calendar update**
K. Prodouz and I. Finn proposed working on a month-to-month Trustees 2022 calendar to update and customize the MBLC sample calendar. They will report on what was done last month and what's coming up in the next month and quarter. An example is the deadline for CPC submissions in February.
- **Future Trustee Meetings – set schedule**
Trustees' meetings in 2022 will be held on the 4th Thursday of each month at 3:00pm
- **Interior and exterior lighting issues**

Last month, C. Crane presented the case for improved lighting on the library grounds and in nearby Bourne Village. She cited a falling incident during the evening of Christmas in Bourne Village. Suggestions were made for repairs to existing lighting and additional lighting during events. K. Fox-Alfano will submit a letter to DPW and Town Hall outlining the safety issue.

- **Library Assessment Survey – results to date, complete**

The online Library Assessment Survey was closed with 181 respondents. K. Prodouz and S. Schmidt will finalize the report to serve as input for development of the next Strategic Plan.

- **Update on Library Director Search**

The Library Director job description was reformatted and submitted to the Acting Town Administrator for approval and posting.

- **Bourne Community Reads Program**

K. Fox-Alfano described a new program in which people in the town of Bourne will read a book aloud and be filmed by S. Barlow while doing so for Bourne TV. Potential readers were identified and included people in uniform, business owners, healthcare workers and folks from Joint Base.

Interim Library Director Report

- **FY23 Budget Update relative to MAR**

The Interim Director discussed the impact of a reduction of the FY23 budget by T. King, previous Acting Town Administrator, below the MAR (Municipal Appropriation Requirement) on library accreditation. I. Finn will submit the calculation of the \$17,000 shortfall to the Acting Town Administrator and the Chair of the Finance Committee for reassessment.

In the 1st 6 months of the fiscal year 2022, spending was at 50.8%. State aid has been used for augmenting spending on electronic materials.

MBLC waived the requirement for staffing hours for certification through the end of March. This alleviates the strain somewhat of the 40h shortfall due to open positions. I. Finn reported that the library is back to 48 hours open per week and all gaps are covered.

- **Strategic Plan update**

A proposal was made by I. Finn to investigate the hiring of a facilitator to develop the next Strategic Plan which is due by the end of the fiscal year. I. Finn and P. Davis will draft a letter to the Town Administrator about the use of personnel funds in the 2022 budget for this effort.

- **May Town Meeting**

CPC funding is necessary for masonry work to repoint bricks on the building façade. The Trustees discussed the need to raise awareness of the need for upkeep of this historical building.

- **Other items**

P. Davis suggested that it is necessary to praise our library staff who have managed through a difficult time recently with staff shortages and revised schedules. A special thank you event will be planned.

Next Meeting

- The next meeting will be held on Thursday, 24 February 2022 at the Jonathan Bourne Public Library or via Zoom at 3:00pm.

The meeting was adjourned at 4:35 pm.

Respectfully submitted,

Kristina Proboz