

Paul Pratt Memorial Library Board of Trustees
January 8, 2020
Library Historical Room, 6:00 pm.

Present: Carolyn Coffey (Chair), Marylou Lawrence, Lynne DeGiacomo, Catherine Harvey, Elaine Breslow, Catherine O'Callaghan, Meghan Brinzey, Sarah Pease, Meaghan James (Director)

Meeting called to order, 6:04 pm

1. Minutes
 - a. The December 11, 2019 minutes were moved, voted and approved unanimously.
2. Director's Report (James)
 - a. Meaghan and the staff have been working hard at cleaning out the basement and attic to make room for the items which will be moved when the new furniture arrives. The Rec. Department is cleaning out as well and the dumpster is already full. Plans are in place to have another one delivered. Meaghan has contacted the Cohasset Police Dept. and the Yacht Club, and they have agreed to remove the items that they have stored downstairs.
 - b. The FY21 budget request has been submitted to Chris Senior. Meaghan will meet with him and Don Piatt next week to review and discuss the request. She has asked for an additional \$10,000 in materials funding with the long-range goal of reaching full materials funding from the town. She has also increased the personnel budget line, in order to comply with SEIU contractual obligations. Carolyn wondered if excess CLT funds could be used for needs other than materials purchases, if the appropriated budget is increased.
 - c. Outreach – i. Meaghan is working with Recreation and Safe Harbor to plan a Life Skills Fair, which will be held on March 15. The Trustees were enthusiastic about the idea and suggested that another one be held in August before students leave for college. ii. Meaghan is also working with the Senior Center and Recreation to create a float for the Cohasset 250 parade.
 - d. Meaghan reviewed some of the programs that have been offered in the last month and commented that attendance has been increasing. In addition, there are many exciting programs planned for the spring, including Great Decisions and a collaboration with the Community Garden Club of Cohasset.
 - e. The Legislative Coffee will be held at the library on February 21 and Meaghan invited the Trustees to attend. The Friends have volunteered to provide the refreshments.
 - f. The Friends are also assisting with the weeding project that will make room in the Fiction stacks and will enable the Large Print materials to be moved to the front.
 - g. Technology – i. The new computers have been installed and are working well. ii. A contract has been signed with Konica to provide a public printer/copier, which will replace the Kenmark one that was frequently out of service. iii. The people counter wiring has been installed and Meaghan is researching options for replacement devices.
 - h. A patron requested that the signage on our restrooms be gender neutral, since some people may not identify in a binary way. Since each bathroom is single use, it would be easy to make the change to gender neutral usage. Meaghan will research sign options and obtain a quote.
3. Financial Report/Bills Payable (James/Nelson)
 - a. The outstanding bills were approved unanimously.

4. Chair's Report (Coffey)
 - a. There was nothing new to report since the last meeting.
5. CLT Report (Coffey, Lawrence, Brown)
 - a. The CLT has not met since the last meeting.
6. Friends Report (James)
 - a. The Friends have received approximately \$18,500 to date from their annual appeal, which is slightly lower than last year.
 - b. Book sale income has leveled off but it's possible that the influx of materials from the weeding project will boost revenue. It was suggested that the Friends run a gift wrap fundraiser around the holidays.
7. Other
 - a. It was proposed that the meetings go paperless, in order to cut down on waste. Chromebooks could be used to read any reports that need to be discussed.

Meeting adjourned at 6:58 pm

Documents:

Minutes of the December 11, 2019 Trustees Meeting
Director's Report – January 6, 2020
January FY20 Financial Report
January 8, 2020 Accounting Report – Bronwyn
FY20 January 8, 2020 Warrant
Library Trustees Authorization for Payment – 01/08/2020
FY20 Deposits to Treasurer – Fines & Fees etc.
FY20 Deposits to Gift Account