

**Paul Pratt Memorial Library Board of Trustees**  
**August 18, 2021**  
**Virtual Meeting via Zoom, 6:00 pm.**

Present: Catherine Harvey (Chair), Carolyn Coffey, Elaine Breslow, Marylou Lawrence, Brooke Jewell, Catherine O'Callaghan, Megan Brinzey, Meaghan James (Director)

Meeting called to order, 6:12 pm

1. Minutes
  - a. The July 14, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
  - a. Meaghan noted that the Friends' book donation bin has been installed and has been very popular. It has been full every week when Bay State Books comes to empty it. Meaghan mentioned that the Friends receive funds from the company based upon the total amount collected, so this is good news.
  - b. The Fall open hours will be starting soon, beginning on Sunday, September 12. Monday hours will restart at that time as well, on September 13.
  - c. Meaghan relocated the Library of Things to the cabinet space near the parking lot door, and this resulted in a big increase in checkouts. She has recently added a number of new items and is open to suggestions of additional items to be purchased.
  - d. The MBLC received a grant from the Emergency Relief Act and used those funds to implement a Wi-Fi hotspot lending program, to increase patrons' internet access. The program includes 10 hotspots for each requesting library with no service charges for one year. These hotspots can be checked out by patrons and may be especially useful during power outages and for those with economic challenges who cannot afford internet access. Brigid has activated the hotspots and they are available for checkout.
  - e. Meaghan met with the Building Committee and addressed a number of issues.
    - i. The Friends' book storage space has been moved to the closet in the upper loft area.
    - ii. The coffee station will be temporarily removed, and it will be decided at a later time if it should be reinstalled.
    - iii. Study Room artwork was discussed as well as alternatives to the white boards that were previously in each room. The markers for these boards created a mess on the walls, which had to be repainted often.
    - iv. Meaghan has spoken to Chris Senior and Russ Bonetti about expanding the library's outdoor space and they are supportive of the idea.
    - v. The committee is working on solutions to the unsightly carpet near the former Reference area.
    - vi. The outdated lettering on two soffits was removed and Meaghan will ask Facilities to patch and repaint those areas.
    - vii. Meaghan, Meghan D., and Sharon used spray paint to mark where they believe the Storywalk posts should be installed, and the Building Committee concurred. Additional posts will be ordered to signify the beginning and end of the walk.
  - f. Meaghan submitted an application for the library to join the Cohasset Chamber of Commerce and will see if any opportunities for collaboration arise.
  - g. Meaghan is working on and will soon finish this year's ARIS report.

- h. The Teen/Recreation center is slated to open on September 8.
3. Financial Report/Bills Payable (Nelson)
  - a. The outstanding bills were voted and approved unanimously.
4. Chair's Report (Harvey)
  - a. The Building Committee had recently met with Meaghan and resolved many of the outstanding issues while others are in progress or will be revisited at a later date.
  - b. Catherine mentioned that she has noticed that at times the discourse on social media, often aimed at volunteer citizens, can be extremely negative. This might deter some from getting involved in public groups, and she urged the Trustees to remind others to keep the discussion civil and that those they are criticizing are giving freely of their time to the town or some other community group.
5. CLT Report (Coffey)
  - a. The CLT met last week and reported that the fund balance now stands at \$2.2 million, which represents a 30% growth in the last two years.
  - b. Carolyn received an \$8000 donation from the daughter of a long-time patron, John Delaney, III.
  - c. The Delaney contribution and Patience and Rick Towles' donations were commemorated on the Donor Wall plaque. Carolyn noted that the Caroline Blanton Thayer Trust has given nine \$10,000 donations and, if another is forthcoming, the plaque should be modified to reflect the milestone, possible with a ceremony or some other publicity.
6. Friends Report (Harvey)
  - a. The Friends have not met in the last month.
  - b. Recruiting is still an issue, as the Friends' members have dwindled recently.
  - c. With the book bin installed, the Friends anticipate receiving greater revenue than had been generated through the book sale. In addition, the Friends have the option of choosing inventory from the Bay State Books' warehouse in order to refresh the book sale offerings.
7. Other
  - a. Marylou offered kudos to the staff and Meaghan for the robust activities and programming offered in July.
  - b. Meaghan was asked when the Trustees will be able to meet in person again but, at this time, it does not appear to be an imminent option. She mentioned that technology is being installed at the Senior Center that will allow for hybrid meeting, with both in-person and remote participants, but it is not available for meeting use at this time.

The meeting was adjourned at 6:45 pm

Documents:

Minutes of the July 14, 2021 Trustees Meeting  
Library Director's Report – 8/4/2021  
August 18, 2021 Accounting Report  
FY22 August 11, 2021 Warrant

Library Trustees Authorization for Payment – 08/11/2021  
August FY22 Financial Report  
FY22 Deposits to Treasurer – Fines & Fees etc.  
FY22 Deposits to Gift Account  
August 2021 Quarterly Report from the Reference Desk  
August 2021 Librarian 1 Quarterly Report  
YA - Tech Report August 2021  
Children's Quarterly Report August 2021