

Paul Pratt Memorial Library Board of Trustees
September 8, 2021
Virtual Meeting via Zoom, 6:00 pm.

Present: Catherine Harvey (Chair), Carolyn Coffey, Elaine Breslow, Brooke Jewell, Catherine O'Callaghan, Stephen Brown, Sarah Pease, Meaghan James (Director)

Meeting called to order, 6:02 pm

1. Minutes
 - a. The August 18, 2021 minutes were moved, voted, and approved unanimously.
2. Director's Report (James)
 - a. Meaghan has joined the town's Communications Committee, which is tasked with meeting the Selectboard's goal of improving communication, both internally and externally within the town. In addition, she is a member of the subcommittee that is working to redesign and refresh the town's website. The site's vendor, Civic Plus, offers a free periodic redesign, and the group hopes to update the look and ease of navigation, as well as initiating "one click" searching.
 - b. Brigid Lengyel, the Young Adult and Technology Librarian, will be moving her workspace to the YA room, in the hopes that it will help to build relationships with the teens who utilize the room and will make her more accessible when tech issues arise.
 - c. The coasters that were purchased last year in conjunction with Safe Harbor are finally being distributed and Meaghan noted that they are in use at 5 South Main. She hopes to deliver more in the near future, to increase the library's visibility around town.
 - d. Nick Cotoulas, a Library Technician, is leaving his position for an opportunity at the Norwell Public Library. This will be a promotion for him, and the staff wishes him well. The position is posted on the Town's website, as well as with the MBLC and Indeed, and it is hoped that his replacement will be found soon.
 - e. Meaghan asked the Historical Society if they had artwork that they would be willing to lend to the library in order to fill the blank areas in the Study Rooms that were created when the white boards were removed. There is also a need for artwork in the front foyer and in Meaghan's office. She would like to create a plaque that could be used to recognize the donation and will discuss the artwork selections with the Building Committee, when she receives them from the Historical Society.
 - f. Meaghan shared an Infographic that highlights the library's value to the community, despite the lengthy closure due to the COVID-19 pandemic. She plans to display the results in the public bathroom frames for patrons to see. Steve asked if the data could be broken down by group served, such as adults or children, and Meaghan will attempt to refine her analysis further.
 - g. Meaghan met with John Cavanaro to begin discussing options for the outdoor space. He asked her to pull together plans that had been previously developed, if any. While some had been located, there may be more, and Meaghan will continue to look for them.
3. Financial Report/Bills Payable (Nelson)
 - a. The outstanding bills were voted and approved unanimously.

4. Chair's Report (Harvey)

- a. Catherine reviewed and signed the ARIS report that Meaghan had assembled for the MBLC.
- b. In order to have a better understanding of staff responsibilities and to get to know the staff members better, Catherine has asked Meaghan to create an organizational chart with photos and a summary of duties for each library position.
- c. Catherine sent a card to the Norwell Public Library Board of Trustees congratulating them on the successful completion of the construction of their new library.

5. CLT Report (Coffey)

- a. The CLT has not met since the last meeting.
- b. The donor plaque in the library's front hallway has been updated to reflect new donations that have been recently received.

6. Friends Report (Harvey)

- a. The Friends met last week and decided to continue the book sale in the Community Room, as it is still bringing in approximately \$100 per month. In order to improve inventory, some of the Friends plan to visit the Bay State Books' warehouse in Sharon to pick out current titles in good condition to add to the sale.
- b. While the Friends were pleased with the success of the outdoor programs under the tent, there are concerns about accessibility issues. It is hoped that the amphitheater project will come to fruition so that all in the community will be able to participate in library programming.
- c. The Friends requested that the Trustees consider relocating the flagpole that flies the American flag from the Recreation side of the building to the front, for improved visibility. If that is not possible, it was suggested that a second flagpole be installed. After some debate, the Trustees decided that, while they are supportive of celebrating the flag and all that it represents, they did not feel that it was necessary to move the flagpole. They unanimously approved a resolution stating that they are comfortable with current programming, but welcome ideas for collaboration on programs, including those that commemorate the flag, veterans, and the country as a whole.

7. Other

- a. Brooke mentioned that she would like the opportunity to meet her fellow Trustees and asked if it would be possible to meet in person. In order to comply with Open Meeting Laws, the get-together will have to be posted on the Town website, which will be done, once a day and time is determined.

The meeting was adjourned at 6:46 pm

Documents:

Minutes of the August 18, 2021 Trustees Meeting
Library Director's Report – 9/3/2021
September 8, 2021 Accounting Report
FY22 September 8, 2021 Warrant
Library Trustees Authorization for Payment – 09/08/2021
September FY22 Financial Report
FY22 Deposits to Treasurer – Fines & Fees etc., 9/8/2021
FY22 Deposits to Gift Account, 9/8/2021