

Trustee Meeting Minutes

February 15, 2023

1. **Call to Order:**

Trustee Chair Gregory Guimond called the meeting to order at 4:02 p.m. In attendance, Wally Coyle, Gregory Caille, Dylan White, Dana Forsythe, Robert Marzelli and Cyndee Marcoux (Library Director). Absent Vice-Chair Michelle Noonan.

2. **Approval of Minutes of November 30, 2022 and Minutes of January 25, 2023:**

Trustee White motioned to approve the minutes of November 30, 2022 and January 25, 2023. Trustee Coyle seconded the motion; a roll call vote was taken all were in favor (Trustee Marzelli had not signed onto Zoom yet).

3. **Director's Report:**

The director reviewed her report with the trustees. Trustee Marzelli made a motion to approve the Director's request to expend \$16,123 of State Aid funds to purchase new chairs for the public area of the library. Trustee Coyle seconded the motion; a roll call vote was taken all were in favor.

The director informed the trustees that one of the two open circulation positions has been filled. An offer is being made for the other position. There was also a discussion about the hours for these positions and whether we should have created one full-time position instead of two part-time positions. The director informed the trustees that because these positions are part of the Clerical Union she can't change the job descriptions and/or make one full-time position out of two part-time positions without negotiations with the Union. She also informed that trustees that for staffing purposes, two part-time positions work better for the library.

4. **Announcements and Correspondence:**

The director reminded the trustees that the reopening reception will be Saturday, February 18, 2023 at 10 a.m.

The director informed the trustees that the Annual Town Meeting will be Monday, April 24, 2023 at 7 p.m. at the MHS Auditorium.

Trustee Guimond recommended that the Board begin in person meeting again starting in April 2023.

5. **Strategic Plan Update:**

The public forum will be held on Saturday, March 4, 2023 at 10:30 a.m. The library will begin promoting this forum immediately following the re-opening reception.

Trustee Marzelli suggested the Board have a separate meeting to review the Strategic Plan survey results. He also complemented the completed report and thought that the survey response rate was good. He asked how we move forward after the Strategic Plan is written and approved. The director informed the group that library staff will use the plan and work on implementing the objectives identified in the plan.

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The MBLC requires an action plan update of the long range plan every year. Trustee Marzelli asked the director to share this with the Board.

At 4:20 p.m. Trustee Chair Guimond had to leave the meeting and Trustee Marzelli took over as acting chair.

6. Building Issues/Updates:

The director reported that the carpeting project is completed. There a few minor things that still need to be done but the majority of the project is completed.

The director informed the trustees that according to the facilities director the metal has been order to permanently fix the roof leak issues. This metal will be installed along the cinder block wall to stop the water from coming through the cinder blocks. The materials should arrive within three weeks and then the work will be done.

There was a long discussion regarding the library building and the numerous updates/repairs that are needed.

Trustee Caille suggested that the Board invite the Facilities Director to a meeting in the building and do a walk through of the building with him.

Trustee Forsythe suggested we investigate removing the wall between the children's room and children's program room.

A discussion regarding the likelihood of the Town funding a new building. It was also suggested that if we keep making updates to the existing building we will never get a new building.

The director informed the trustees that she did not want to let the building go in hopes of getting a new building. She is trying to improve the space we have and keep it a warm and welcoming space.

The director also reminded the Board that the library submitted a Capital budget request for new bathrooms in FY2024 and an update to the Children's Program room kitchen area in FY2025.

It was suggested that the trustees should have separate meetings to discuss building issues in the future.

7. FY2023 Budget Update:

Review was postponed until March meeting.

8. Set date for next meeting March 15, 2023 at 4 p.m. via Zoom.

9. **Adjourn:** Trustee Caille made a motion to adjourn at 4:54 p.m. Trustee Coyle seconded; a roll call vote was taken all were in favor.