

Trustee Meeting Minutes September 13, 2022

Called to Order: Tracy at 7:03pm
2nd: Maria

Attendance: Jen, Maria, Tammy, Tracy
Lynn (Director)

Absent: Cindy, Mike

Public Comments: None

Communications:

Lynn sent a memo to the schools about kids waiting for rides after school at the library

Trunk or Treat: 10/29 at Whalley Park

- Jen and Tammy offered to help
- Tracy possible but will donate candy
- Lynn will send out further details

August minutes: 2 amendments to be made under New Business

- Motion to approve with amendments made by Maria and 2nd by Tammy
- unanimously passed

August Statistics: 5,663 circulations

- this is more than 2020, 2021 and 2022 so far
- possibly due to end of Summer Reading program (Wingmasters)
- Jen asked about next year's Summer Reading and if it will be online again.
- Lynn may put out a questionnaire to see what patrons want to do

Old Business:

- LSTA Grant ends October 1st. The last program was held on September 6th and the grant is now totally finished.
- Lynn has to write a final report for them.

Strategic Plan Committee:

First meeting is September 20th and the Committee will start the preliminary details for the Strategic Plan. Lynn is considering whether or not to do a 2-3 open ended survey in October as part of gathering data. The Committee has 3 Trustees, someone from the school, members of the Friend's, a few patrons and 2 staff members. The 2nd meeting will be in November to go over and analyze data, then Lynn will write a draft in Dec/Jan for the Committee to look at again before it is brought to the Board of Trustees.

Outside Sign:

-- Received a quote from the Westfield Sign Company and the Friends have agreed to cover the cost to revamp the lighting, plexi-glass cover and paint.

Mural:

-- The new mural is up in the Children's Library

New Business:

-- Lynn checks month-to-month and no training yet

Weeded Book Transportation:

-- no update from the Town yet so this is tabled until next meeting

Minimum Staffing Policy:

-- Current policy states if only 2 staff then they stay at the Circulation Desk and that the Library cannot be open more than 2 hours. Lynn is concerned about Saturdays when the Library is only open for 3 hours (excluding Summer when it is not open on Saturdays).

Jen made a motion to change the policy to that when there are only 2 staff that the library will not be open for a period longer than 2 hours on weekdays.

2nd: Tracy

Unanimously passed

Library of Things Lending Policy

-- the waiver that people sign has the term "tools" and the Library of Things now includes many items besides tools.

-- Tracy made a Motion to replace "tools" with "equipment" to cover every item and that the waiver will state that eye protection will be worn at all times when required for safety

-- 2nd: Jen

-- Unanimously passed

Lynn may need to send revised policy to the Town to review the changes.

Policy for Animals in the Library

-- tabled until next meeting because it is being reviewed by the Town's Counsel to make sure it is compliant.

State Aid Report

-- has been completed and we met all the requirements for State Aid

-- Assistant Director is working on the financial report which is due in October

Next meeting: October 11th

Motion to Adjourn: Tammy

2nd: Maria

Unanimously passed

Meeting Adjourned: 7:36pm