



Shrewsbury Public Library

INSPIRING LEARNING, EMPOWERING OUR COMMUNITY

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

January 3, 2023, 7 PM

In-Person Meeting

1. 7:07 PM Call to order of Board of Library Trustees Meeting:

Present in person: Jeff Billingham, Deb Lebeaux, Clare O'Connor, Lisa Powers, Nancy Gilbert, April Jones Prince, and Library Director Priya Rathnam. Absent with notice: Joan Barry, Poornima Tekumalla.

2. Review and act to approve FY'24 operational and capital budgets:

- The operational budget was approved at the December 20, 2022 Board of Library Trustees meeting with the initial projection of \$52,540 for the proposed addition of a Community Services Librarian. The actual projected cost is \$54,394.87. A motion to approve the updated operational budget was made by Clare O'Connor, seconded by Jeff Billingham, and unanimously approved.

- The capital budget includes 12 Dell desktop computers for staff plus 9 keyboards, monitors, and mounting kits, and 50 mouse pads. A motion to approve was made by Nancy Gilbert, seconded by Lisa Powers, and unanimously approved.

3. Gifts and Grants:

Nothing to discuss at this time.

4. Policies:

The Board reviewed and approved an update to the name of the Quiet Room from Quiet Room to Quiet Reading Room, to be consistent with the sign outside the room itself. A motion to approve was made by Nancy Gilbert, seconded by Deb Lebeaux, and unanimously approved.

5. Miscellaneous:

- The Marathon Quilters Guild has requested and received permission to display their 2023 Raffle Quilt in the library's front entrance case during the month of February 2023. On December 26, 2022, the Guild requested the opportunity to sit with the raffle quilt display and speak to library visitors about the Guild and its charitable projects. The Guild would also like to sell raffle tickets for those interested in supporting their cause. The Board supports Guild members sitting with the quilt display but not the selling of raffle tickets because the Guild is not a Shrewsbury-based community group as outlined in the library's Policy on Third Party Fundraisers and Collection Drives. The Board agrees that the quilt display may include a sign/notice/QR code about the raffle, allowing library patrons to learn more or contribute according to their interest. A motion to deny the request to sell raffle tickets was made by Clare O'Connor, seconded by Noor Ali, and unanimously approved.

- Since the pandemic closure, the library no longer has nighttime custodial services, which have been replaced by Roomba vacuums. It's very challenging for the one daytime custodian to maintain the entire building, inside and out. The Board suggests that our Facilities Subcommittee meet with the Town's custodial supervisor to discuss reinstating nighttime services, especially given the number of people who use the library each day, the fact that the library is open seven days a week.
- The Personnel Subcommittee reminded Board members to complete and submit their annual Director's Evaluation forms by January 15th. The four Department Heads who report to Priya have been sent the newly created managers' Director Evaluation. The Personnel subcommittee will meet once all evaluations have been collected.

6. **Next Trustees meeting: January 24, 2023:**

Remaining board meeting dates in 2023: February 28, March 28, April 25, May 23, June 27, September 26, October 24, November 28, December 19. A motion to adjourn was made by Clare O'Connor, seconded by Nancy Gilbert, and unanimously approved.

RESPECTFULLY SUBMITTED BY TRUSTEE APRIL PRINCE