



Shrewsbury
Public Library
INSPIRING LEARNING, EMPOWERING OUR COMMUNITY

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

January 24, 2023, 7 PM

In-Person and Zoom Meeting

7:00 PM Call to order of Board of Library Trustees Meeting:

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

Absent with Notice: Joan Barry & Noor Ali

Review and act to approve minutes of December 20, 2022, meeting:

Minutes were reviewed and approved with no changes. A motion to approve was made by Nancy Gilbert, seconded by April Jones Prince and minutes were unanimously approved. A note was made to correct that Noor Ali was absent at the meeting.

Review and act to approve minutes of January 3, 2023, meeting:

Minutes were reviewed and approved with no changes. A motion to approve was made by Jeff Billingham, seconded by Lisa Powers and minutes were unanimously approved.

Review and act to approve report of Director's activities of December 2022:

A motion to approve the Director's report was made by Nancy Gilbert & seconded by Lisa Powers and the report unanimously approved.

Programs and Services: Director's report of programs and services offered in December 2022:

A nice variety of programs were offered, and non-library activities were listed separately. Nonprofits not based in Shrewsbury are charged a small fee of \$50 an hour. A discussion took place on conversation clubs for French and Mandarin (that were previously offered for children) in addition to the Spanish conversation group. The discussion included reviving of conversation circles by asking in the children's room or soliciting volunteers through the newsletter who could facilitate and expand the conversation clubs.

Financial and Legislative

- Review and act upon YTD report: Library Director Priya Rathnam confirmed that the amount under training and conference was removed as the town had agreed to pay for Mike's conference expenses. She would also check on the temp funds item and provide feedback as well as make adjustment of numbers between dues and membership and R&M equipment. There was a discussion on difference in percentage of budget. Director Priya Rathnam will look into it and confirm. A motion to approve the YTD report was made by Nancy Gilbert and seconded by Lisa Jeff Billingham. The YTD report was unanimously approved.

Facility, Equipment and Grounds:

Director Priya Rathnam reported that the elevator was still not working. The elevator was evaluated but will require parts for fixing. The elevator will likely be ready by Friday (January 27, 2023). Library staff is happy to help families as elevator is not functioning. Heat still is fluctuating in group study room, old part of the building and quiet room. The email on custodial increase request was sent to the Public Facilities manager. An action item was for the facilities subcommittee to meet and review the issues such as elevator, stairwell lighting, shoveling of walkways etc.

Gifts and Grants:

Director Priya Rathnam mentioned first installment of state aid was received. Received donation from Turkey Trot club for memory café. The BoT thanked the Turkey Trot club for their donation. ARPA funding of \$100,000 is for the new library technology and has to be spent by end of 2024.

Personnel

- English conversation facilitator to replace Christina has identified. One temp person will run one session a week for 3 months and two volunteers may be asked to facilitate an in-person English conversation group. The last in-person class on Wednesday had about 20 people so it's clear that more people have become aware of the offering at the library. The large number makes it harder to manage and it may be time to start a separate session.
- Director's evaluation was filled out by BoT and personnel committee will meet soon to review.

Shrewsbury Public Library Foundation:

Nancy Gilbert provided an update. Meeting on January 23, 2023, was to assess annual appeal letter which provided similar results to last year's letter. They also discussed doing a town wide mailing to every household. More discussion on the benefits of hiring a consultant from SAGE; it could be the person who is doing the strategic plan for the library.

Friends of the Library:

Spectrum news had a video on Friends of the Library bookstore and there was a report in the digital and print edition of T&G. People can go browse even if there is no volunteer and put money in a secure box.

Policies:

- There was nothing new to report.

Miscellaneous

- Update on Strategic Planning process: Barbara the facilitator had two focus groups with ten people each and a third one will be next Saturday morning. The teen focus group was rescheduled for next week. There was a discussion on how to target non- users.
- Proposed next steps with Land Acknowledgement statement: Priya spoke to Kristen and followed with email to Kevin. He suggested to make a town wide proposal and reach out to DEID committee for input and come up with a proposal for the select board. There is comparative data from Chelmsford town website and many other libraries who have a similar statement on their website.
- Friday afternoon sign-ups are well covered.

- Statistics: A request was made to keep including the number of new library cards and include them on the bulletin board or circulate in the newsletter.

Next meeting: February 28, 2023

Board meeting dates in 2023: March 28, April 25, May 23, June 27, September 26, October 24, November 28, December 19.

A motion to adjourn the meeting was made by Nancy Gilbert and was seconded by Lisa Powers.

SUBMITTED RESPECTFULLY BY TRUSTEE POORNIMA K. TEKUMALLA