



**Shrewsbury**  
Public Library  
INSPIRING LEARNING, EMPOWERING OUR COMMUNITY

## **BOARD OF LIBRARY TRUSTEES MEETING MINUTES**

**February 28, 2023, 7:00 PM**  
**Zoom Meeting**

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

Present by zoom: Deb Lebeaux, Jeff Billingham, Nancy Gilbert, Lisa Powers, Poornima Tekumalla Clare O'Connor, April Jones Prince, Joan Barry, Noor Ali and Library Director Priya Rathnam

### **Review and act to approve minutes of January 24, 2023, meeting:**

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

### **Review and act to approve report of Director's activities of January 2023:**

A motion to approve the Director's report and programs and services 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 January 2023:**

Director Priya Rathnam described the Shrewsbury Way program as a series of training and professional development of leaders in Shrewsbury. In the next month's report, Director Priya Rathnam will include information on two categories of groups using the library based on whether they pay for the usage of room or not. There was a question about the Acquisitions meeting. Priya explained that it is an internal meeting every quarter to review breakdown of expenditure and balance. There was also a discussion on the Assistant Town Manager's position - open position is not advertised yet and timing is to be determined based on whether a reorganization is needed. The Indian Heritage foundation was opened this year and it was converted from a residence. The YMCA program started as a four-week program and has been extended.

### **Financial and Legislative**

- Review and act upon YTD report: The general comments were that all categories of expenses are on target. Director Rathnam clarified the distinction with library ops and general funds. The General funding category is at 87.4%.
- FY'24 Budget Fiscal Projection: BoT Chair Deb Lebeaux and Library Director Priya Rathnam presented the budget proposal and met with town manager who approved the level service budget and an increase in the materials line item. In FP One the new FT library position was not approved. The TM referred to this being a tight year due to energy expenses.
- Review use of state aid funds for new shelving in FOL bookstore: FOL is revived and functioning as a bookstore. There was more space for two more shelves. FOL had approved funding, but we could use state aid funds for these shelves. The shelves have already been

installed and looks good. A motion to approve a total of \$2156.54 was made by Clare O'Connor and seconded by Joan Barry and unanimously approved.

**Facility, Equipment and Grounds:**

- Report on meeting with Public Facilities: Director Rathnam reported that the elevator was fixed on Feb 16. BoT Chair Deb Lebeaux and Director Rathnam met with public facilities person with the town and discussed maintenance and cleanliness of library and recommended bringing back the night cleaning crew. The town declined this request as it will be a big expense and not in budget. They would however replace roombas with other cleaning appliances. They will send someone on Friday and Saturday nights. The library managers share a google sheet on areas that need to be cleaned to bring to the attention of custodial supervisor to instruct the cleaning crew. A suggestion was also made to take and add in photos of problem areas. The cleaning crew is there for at least three hours in each shift for cleaning. The current custodian John has been out sick and there is a different replacement each day.

**Gifts and Grants:**

There was nothing additional to report except the Letter of appreciation from MBLC that was shared with BoT by email from Director Priya Rathnam.

**Personnel**

- Annual evaluation of Library Director: BoT shared thoughts and sentiments for Library Director Priya Rathnam. BoT Chair Deb Lebeaux summarized the evaluation forms and on an average the overall score was 3.8. Deb Lebeaux will share the overall comments with the TM. Library Director Priya exceeds expectations. There was a discussion on difference in rating systems of the town and library. A recommendation was made to use a new scale to maintain consistency with the town.
- Priya Rathnam reported that a gentleman left a bouquet of flowers in appreciation of her article in the newsletter.

**Shrewsbury Public Library Foundation:**

Nancy Gilbert provided the update. The Foundation met on Feb 27, and elected new officers. Mike Pagano will step down as Chair and Nancy Gilbert and Moe Boisvert will be the two new co-chairs. Mike Hale is treasurer, Don Harbert is Assistant treasurer. Ragoo Raghunathan and Deb Deldotto are co-secretaries. There are big ideas to move the foundation forward. Next distinguished speaker for a program in spring and fall. Hank Phillippe Ryan will be the spring speaker on May 24 at 7:00 PM.

**Friends of the Library:**

The ongoing book sale is going very well. With elevators fixed, it helps to bring books to right places

**Policies:**

- No update

**Miscellaneous**

- Bookmarks with library and business information: Insurance Agency Mealey asked if they could provide new bookmarks to replace the old ones from a company that is out of business. On one side will be the information of the business and the other side will be

information on the library. Recommendation is to let Mealey know that the bookmarks by Mealey is not exclusive, add in information on FOL, remove the information on free wifi and correct notation of CWMARS. Sleeves for library card is being done with SFCU.

- Update on Strategic Planning process: Four focus groups were held in January. Three were for adults and 1 for teens. There was one with the advisory committee that reviewed the strategic framework. They are now working on library and community profile. The next step is for review of the Mission and Vision on March 17. Priya Rathnam will send out the invitation by zoom. Director Priya Rathnam is very happy with project so far with the very engaged community.
- Proposed next steps with Land Acknowledgement statement: Deb Lebeaux sent the research to the newly formed DEIB committee meeting. Town manager Kevin said the town as a whole should be involved. There was a discussion on how to move ahead. Is there a possibility for library to publish what is drafted and then amend based on town's recommendation? Everyone agreed to see what happens in the meeting on March 13 and decide after that. This will be an agenda item to discuss on next month's agenda.
- Approval of Worcester Consumer Rights Program displaying their resources on March 1: The BoT approved the group to display resources as part of MA AG office for consumer rights etc at the library. March 1<sup>st</sup> week is consumer protection week. A recommendation was made to leave brochures on a table. It will be a good resource for the community.

**Next meeting:** March 28, 2023

**Board meeting dates in 2023:** 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 Poornima Tekumalla.

SUBMITTED RESPECTFULLY BY TRUSTEE POORNIMA K. TEKUMALLA