

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

March 22, 2022, 7 PM

In-Person Meeting

- 1. Call to order of Board of Library Trustees Meeting.** Present: Jeff Billingham, Clare O'Connor, Nancy Gilbert, Joan Barry, April Jones Prince, Poornima Tekumalla, Lisa Powers, AnneMarie Bird, Chair Deb Lebeaux and Library Director Priya Rathnam.
- 2. Review and act to approve minutes of February 22nd, 2022 meeting.** Minutes were reviewed and approved with no changes. A motion to approve was made by Jeff Billingham, seconded by Clare O'Connor, and was unanimously approved.
- 3. Review and act to approve Director's report of activities of February 2022.** Priya discussed various activities and answered questions from board. A motion to approve the Director's report was made by Joan Barry, seconded by Jeff Billingham, and was unanimously approved.
- 4. Programs & Services: Director's report of programs and services offered in February.** Priya highlighted two of the children's programs that were planned in conjunction with the theme of the Civic hub grant. One was the Community Art Projects for kids where children could write or draw "What Community Means to Me" and the Community Helpers' Storytime. Continued discussion on the ongoing situation on Friday afternoons and early release days with middle school kids coming to library and not behaving appropriately. Measures that have taken place to help include the hiring of two teens to help on these days, communication via email from Superintendent and middle school principals to parents, a board in the library that lists what is appropriate behavior. A new letter from the BOT written by Deb LeBeaux has been drafted and edits can be sent to her by the end of the week. She will then contact the middle school principals on how best to distribute letter to parents of middle school students.
- 5. Financial and Legislative: Review and act upon FY2022 YTD report.** Priya noted that her spending is on track. Review and act to approve FY 2023 Calendar with an agreement to close the library on Saturday December 24th. Already included was the closing on December 5th and 26th. A motion to approve the closing on the 24th of December was made by Lisa Powers, seconded by AnneMarie Bird, and was unanimously approved. A motion was made to approve the report by Clare O'Connor, seconded by Joan Barry, and was unanimously approved.
- 6. Facility, Equipment and Grounds.** Nothing new to report.

7. **Gifts and Grants.** SECLO has donated 3 induction kits that includes cooktop and magnetic pans to the Library of Things for patrons to check out. \$2000 was given by the “Turkey Trot Run for the Memory” for the **Memory Café**.
8. **Personnel.** Priya reported on the status of the Digital Services Librarian and the Technology Specialist. Interviews are being done this week. Priya has hired a temporary IT person Tuyen Truong for 10 hours a week. The two teens that have been hired for Friday afternoons and early release days from school are Pranav Cowlagi and Shamika Kanitkar.
9. **Shrewsbury Public Library Foundation.** The Foundation Board brought two letters of interest for the BOL. A motion to approve the two interested candidates to the Foundation board was made by Clare O’Connor, seconded by Lisa Powers and unanimously approved. Chair Deb LeBeaux will reach out to the two candidates this week.
10. **Friends of the Library.** Stop and Shop bags brought in \$92.00. Book sale will be in October. Book donations are once again being collected at the front desk for review.
11. **Policies.** 2 Changes made. Wi-Fi Hotspot Lending Policy
Added the second sentence: "Hotspots are limited to one use per household, per 30 days. The 30 days are counted from the date the previous hotspot is returned."
Library Program Policy. Removed the statement from Page 2, Paragraph 3: "All Library press releases and major promotions will bear a statement of this principle." A motion to approve the new wording was made by Deb LeBeaux, seconded by Joan Barry, and was unanimously approved.
12. **Miscellaneous.** ADVISE would like to set up at table at the library-dates TBD. Discussion- Hoopla's collection development policy in recent news. Hoopla is an online service that provides audiobooks and e-books. Priya will keep us updated on this.
13. **Next Trustees meeting: April 26, 2022.** A motion to adjourn the meeting was made by Nancy Gilbert, seconded by Lisa Powers, and was unanimously approved.

Submitted by Trustee AnneMarie Bird