



Shrewsbury Public Library

INSPIRING LEARNING, EMPOWERING OUR COMMUNITY

BOARD OF LIBRARY TRUSTEES MEETING MINUTES

May 24, 2022, 7 PM

In-Person and Zoom Meeting

1. 7:00 PM Call to order of Board of Library Trustees Meeting:

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

Present on Zoom: Nancy Gilbert

Absent with notice: Joan Barry

2. Review and act to approve minutes of April 26, 2022, meeting:

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

3. Reorganization of the Board:

Deb Lebeaux introduced Noor Ali as new member, Deb Lebeaux will continue as BoT Chair, Nancy Gilbert will continue as BoT Vice Chair, Poornima Tekumalla will be Secretary and Jeff Billingham will continue as Treasurer. A motion to approve new board was made by Lisa Powers, seconded by Noor Ali and unanimously approved.

Personnel Committee: Nancy Gilbert, Deb Lebeaux, April Jones Prince

Facilities Committee: Lisa Powers, Poornima Tekumalla, Noor Ali

Finance Committee: Clare O'Connor, Jeff Billingham, Joan Barry

4. Action Plan Review:

Library Director Priya Rathnam reported progress highlights for 2022 at close of fiscal year which included launch of new library website and MBLC grant, and number of programs planned based on civic issues. The proposal and quote that was submitted for BoT review is for FY2025. The planning is done ahead of time as it has to be submitted to the state. Deb Lebeaux enquired about weeding policy. Priya Rathnam explained the ongoing process: children's section more frequently run than in nonfiction section based on condition of books, decision to buy more copies, circulation stats and space in library. Some of the books end up in the book sale. The website consultant was for branding purposes only and vendor is paid \$500. Website is now managed by library staff who tweak it regularly. April Jones Prince enquired if there is any feedback on the new website. Priya Rathnam will look at number of hits on the site based on Lisa Powers suggestion.

5. Review and act to approve Director's report of activities of March 2022:

Library Director Priya Rathnam discussed various activities and answered questions from board. Priya Rathnam explained stats that we are a close second in CW Mars. Nancy Gilbert commented that the stats from CW Mars website may be skewed. Lisa Powers added that there was a visit to town center business for storywalk and that most businesses cooperated. The Northeast Document Conservation Center (NEDCC) had an intro meeting to show what resources are available and, Director Priya Rathnam is planning to ask some staff to attend disaster planning meeting for the new building. A motion to approve the Director's report was made by Lisa Powers, seconded by Poornima Tekumalla, and was unanimously approved.

6. Programs & Services: Director's report of programs and services offered in April 2022:

New Storywalk in town center that starts at the Shrewsbury Country Shoppe and ends at the library. Director Priya Rathnam noticed people at the library but may not have ventured crossing the road. Priya Rathnam will seek feedback from other businesses and communicate with Lilliput school.

Strategic Plan review: The plan is for 2025- 2030. Director Priya Rathnam was going to reach out to three consultants. Other library directors recommended the SAGE consulting and had rave reviews of Barbara from SAGE. SAGE consulting has sent a proposal. The \$6,000 is very reasonable but Barbara will only plan for a zoom. BoT members are not sure how she would get feel of community, but other directors said she did a great job. A suggestion was made that BoT, different committee members, community members can join in person in the library. Priya will ask if we can have first mtg onsite. April Jones Prince requested Priya to fund out how West Boylston worked with Barbara. Nancy Gilbert enquired if the cost will be higher to run the program in person. An alternative would be to do a tour to get a sense of the facility. A decision was made to wait and approve funds till next month.

7. Financial and Legislative: Review and act upon FY2022 YTD report:

Library Director Priya Rathnam reported being on track for spending. She answered questions from the BoT including some high spend categories. Higher spending was for contractual employees from Bibliotemps, but this line item could be adjusted later with funds from another line item. Professional development was for Sonja's leadership program. Computers ordered and paid for previously but were deployed only now. Computer replacements are done on a three-year cycle. A motion to approve report was made by Clare O'Connor, seconded by Lisa Powers, and unanimously approved. Director Priya Rathnam mentioned that enhanced budget for Fiscal year 2023 was approved at the town meeting and there will be an additional 2% cost of living allowance starting July.

8. Facility, Equipment and Grounds: Library Director Priya Rathnam reports that the doors that lead to automated handling unit, were warped along the wooden frame of the glass. The frame has been replaced. This warping has been caused by sanitizer sprays and has previously been seen in schools and public buildings as sanitizer use over the pandemic has been very high.**9. Gifts and Grants:**

Library Director Priya Rathnam reported that Sunday season has ended and thanked all the Sunday donors. Some patrons were disappointed that the Sunday program was not open over the summer.

10. Personnel:

Library Director Priya Rathnam reported that she will be interviewing for the Digital Services Librarian position during the first week of June. Salary has been increased after speaking to town manager. The temp is doing an amazing job and is currently going to graduate school. She is talented and works well with Dana.

11. Shrewsbury Public Library Foundation:

Nancy Gilbert reported that the Library Foundation Board is losing one board member and would like to solicit replacement and need BoT to approve request of interest. This will be effective in September as both boards do not meet in summer. A motion to approve soliciting replacement was made by Lisa Powers, seconded by April Jones Prince and unanimously approved. There are two speakers scheduled for the fall sponsored by the Foundation. Sanjiv Chopra, brother of Deepak Chopra, will speak on leadership, happiness and key to sustain lasting happiness. He is from Harvard Medical School and is scheduled to speak on September 15, 2022. Stephen Puleo is the second speaker and will talk about his latest book Voyage of mercy on November 13, 2022. Both speakers have agreed to do hybrid versions. Sanjiv Chopra has agreed to be recorded and livestreamed. Priya will ask the school if they can accommodate the speaking sessions to accommodate a larger crowd.

12. Friends of the Library:

Summer Reading Program was approved. Lots of events are being planned and funding approved. Clare O'Connor mentioned that they are looking for a chairperson for the book sale. This position has been advertised in website and summer newsletter. Longtime chair Claire Nagel wants someone to shadow her before she steps aside. Book sale raises about between \$6,500 and \$8,000K a year.

13. Policies:

Library Director Priya Rathnam mentioned that there was nothing new to report.

14. Miscellaneous:

A motion to approve sale of Stephen Puleo's book Voyage of Mercy made Nancy Gilbert, seconded by Lisa Powers, and unanimously approved.

Director Priya Rathnam raised an issue that the Rockland Trust bank reached out to see if the library would want to be part of the bank's initiative with libraries to incentivize kids. They will give a child \$2.50 per book that is read, and parent will have to create account in the bank. Most committee members preferred not to go ahead with this program and director Priya Rathnam would send further details to BoT to make the final decision.

15. Next Trustees meeting: June 28, 2022:

Board meeting dates in 2022: September 27, October 25, November 22, December TBD. A motion to adjourn the meeting was made by Lisa Powers, seconded by Poornima Tekumalla, and was unanimously approved. The BoT thanked Krista for recording the meeting.