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Mr. Daniel Hall
Mr. James Lemay
Ms. Eileen MacDougall
Mr. Jeff Nussbaum
Mr. Donald Pearson
Ms. Kathleen Reynolds
In Emeritus
Ms. Anne Buzzell

Board of Library Trustees

Board of Library Trustees Tuesday, September 17, 2019, 7 pm

Present: Jim Lemay, Eileen MacDougall, Dan Hall, Don Pearson, Jeff Nussbaum;
Library Director Tina Stewart, Administrative Assistant Gloria Corcoran
Absent: Kathleen Reynolds

The meeting was called to order at 7:05 pm

Minutes, Financial Report and Monthly Statistics

The minutes of June 18, 2019 were accepted with a motion by Eileen MacDougall and seconded by Jim Lemay. Don Pearson abstained.

There was discussion on the financial report. Jeff Nussbaum requested that the monthly financial report include the balances in the memorial gift revolving account fund and the library trust funds.

Mrs. Stewart noted that increase in physical circulation in July and August was likely due to being open on Saturdays during these months.

The July Financial Report and the August Statistics were accepted with a motion by Don Pearson, seconded by Dan Hall.

Director's Report

Mrs. Stewart reviewed her written report. She noted that the Summer Bash was a success and the Youth Services Department once again presented a great summer reading program. Registration and program statistics were similar as to last year's numbers.

The library has been awarded a grant for \$7,500 from the Institute of Museum and Library Services administered by the Massachusetts Board of Library Commissioners.

The library was notified of the final distribution payment of \$2,850 from the Barbara Johnson Trust.

The installation of a new boiler is underway and is scheduled to be completed by October.

Pat Casey, the library custodian for the past ten years has transferred to the Town Hall assignment. Ken Stone has been assigned as the new library custodian.

The Friends Annual Appeal for 2019 will focus on environment issues and request funds for implementing a "Citizen Science" project.

Mrs. Stewart is scheduled to present an update at the Board of Selectman's Meeting on September 23. She invited Trustees or Friends Executive Board who would like to attend.

Old Business

Outdoor Seating Project:

Mrs. Stewart indicated that the outdoor seating project is complete. She noted how gratifying it is to see so many people enjoying this outside seating area. The contractor will reseed in the fall in order to have new grass growth around the perimeter. The Conservation Agent will then need to sign off on the project.

Stairwell Renovation:

Mrs. Stewart met with Public Buildings Superintendent George Hooper and the project engineer Andy Barr on August 23. She has emailed Mr. Barr and left a voice mail message regarding meeting the dates as scheduled in the proposal. She has not heard back from him. Mrs. Stewart will continue to reach out to Mr. Barr regarding the proposal timeline.

New Business

Mrs. Stewart presented the Strategic Plan for FY21-FY25 and the FY2021 Action Plan. There was some discussion on the plan and editorial corrections noted. Eileen MacDougall made a motion to accept the FY21 Action Plan as presented, seconded by Jim Lemay; motion passed unanimously. Jim Lemay made a motion to accept the Strategic Plan of FY2021-2025 as presented, seconded by Dan Hall, motion passed unanimously.

A motion to adjourn was made by Eileen MacDougall seconded by Jim Lemay at 8:35 pm.

Next meeting: October 15, 2019

Submitted by,

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: July Budget Report and August Monthly Statistics