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Ms. Megan Delehanty
Coslick
Mr. Daniel Hall
Mr. James Lemay
Ms. Eileen MacDougall
Mr. Jeffrey Nussbaum
Mr. Donald Pearson

Board of Library Trustees

Board of Library Trustees
Tuesday, November 16, 2021, 7 pm

Present: Megan Coslick, Daniel Hall, James Lemay, Eileen MacDougall, Jeffrey Nussbaum, Library Director Tina Stewart, Administrative Assistant Gloria Corcoran.
Absent: Donald Pearson

Meeting called to order at 7:00 pm.

Approval of Minutes

A motion was made by Jim Lemay, and seconded by Jeff Nussbaum, to accept the minutes of October 19, 2021. Motion passes unanimously.

Financial and Statistical Report October 2021

A motion was made by Eileen MacDougall, and seconded by Jim Lemay to accept the Financial Report and Statistical Reports of October 2021. Motion passed unanimously.

Library Director's Report

The Reading Rivals competition will continue through November 24, with plans to announce the winning library during the Wilmington-Tewksbury Football Game. The competition has been neck and neck so far.

Administrative Assistant Gloria Corcoran, Assistant Library Director Charlotte Wood and Library Director Tina Stewart attended MUNIS training presented by Assistant Finance Director Elizabeth Lallemand on Friday, October 29.

Assistant Library Director Charlotte Wood submitted a letter of intent to apply for a Cummings Foundation Grant. She has received the invitation to move forward with the grant application for \$100,000 which would be awarded in increments of \$50,000 over a two year period. The goal of the grant is to renovate the first floor of the library. Mrs. Stewart noted that the grant application requires a commitment of matching funds. She recommended that the Board vote to authorize \$100,000 from the Barbara Johnson Trust Fund for this purpose. There was discussion on the details of the proposed renovation. Motion to earmark Barbara Johnson Funds to use up to \$100,000 as matching funds was made by Jeff Nussbaum and seconded by Eileen MacDougall. Motion passed unanimously.

New Business

FY223 Action Plan

Mrs. Stewart submitted the FY2023 Action Plan in the Trustee packet for review. Eileen MacDougall had some questions and recommendation for having more in person author events. The annual action plan needs to be submitted to the MBLC by December 1st. A motion was

made by Megan Coslik to approve the FY23 Action Plan, seconded by Jeff Nussbaum. Motion passes unanimously.

Minimum Staffing Policy

Mrs. Stewart noted that this policy addresses situations that may occur on an evening or Saturday when the library is not fully staffed. A motion was made by Eileen MacDougall to adopt the Minimum Staffing Policy and seconded by Jim Lemay. Motion passes unanimously.

Trustee Comments

Eileen MacDougall asked whether the Town was addressing the need to review and increase employee salaries to stay competitive. Mrs. Stewart noted that a study was done a few years ago to assess management salaries but no action was taken at that time. Eileen MacDougall also recommended that more initiative be taken to recruit a more diverse workforce.

Megan Coslick recommended that the Children's Librarian develop a list of resources by age or grade for parents. Mrs. Stewart recommended that she reach out to Youth Services Librarian Danielle Masterson regarding this suggestion.

Dan Hall noted that Current Affairs Discussion group is no longer meeting due to low attendance.

Motion to adjourn was made by Jim Lemay at 8:10 pm and seconded by Eileen MacDougall. Motion passes.

Submitted by,

Gloria Corcoran

Gloria Corcoran

Administrative Assistant

Documents used at the meeting:

October Financial Report

Library Statistics

Library Director's Report

FY23 Action Plan

Minimum Staffing Policy