

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: February 7, 2019
Joshua Hyde Public Library, Basement Meeting Room

Chair Jackie Belisle called the February 7, 2019 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 6:35 pm. Attending were Jackie Belisle, Rebecca Celuzza, Pat Howard, Elisa Krochmalnyckyj, Stephen Mullen, David Peterkin, Joyce Sinnott, and Library Director Becky Plimpton.

Minutes:

The minutes of the 3 January 2019 regular meeting were accepted with the correction of minor typographic errors. Minutes from the regular meetings of June 2018 and November 2018 were reviewed. They will be revised and resubmitted.

Librarian's Report:

Building Issues:

- The ceiling in the reading area has been repaired and looks good. Unfortunately, the leaks in the roof have not been found.
- Ashley Griffin, Facility Manager, has left to become a dispatcher with the Sturbridge Police Department. She will be missed. The position has been posted.
- The new sign on Rt. 131 has been installed.

Programs:

- There will be a meditation workshop on February 20th.
- PJ Day is February 21st. Donations of new PJs will be accepted through March 15th.
- Becky will make a presentation about online business resources at the Chamber of Commerce Brown Bag Lunch on February 26th.

Other:

- Legislative Day is 5 March. If any Trustee is interested in going, Becky needs to know so she can sign them up for the bus. Rebecca went last year and said she learned much.
- The new Town Administrator, Mr. Jeff Bridges, starts 1 April.
- The Library will close at 1:00 pm on 22 March for staff training. This is another multiple-library event and will focus on Overdrive.
- Personnel Committee: A job description for a new Program Coordinator position has been submitted. It needs their approval before it may be submitted for the FY2020 budget.
- Becky wants to hold a team-building event at a local bowling alley. The board voted unanimously to approve up to \$350 for the event

Meetings:

- Department Heads; South Central MA Directors; MLS Listening tour (Northampton) and Executive Board; CMLA meeting and roundtable; Chamber meeting (Bay Path); Friends of the Library.

Financial Report:

- The Financial Report was reviewed. No issues were noted.

Chair's Report:

- No report this month.

Old Business:

- Renovation Committee.

A couple of people have been approached to chair the Fundraising Committee. The response has been lukewarm, so we may not have a chair. Dave will reach out to someone he knows who may be a candidate. We will need about another \$70k for the project. We need to make a decision about what to do relative to funding at the March meeting.

Becky also approached the Capital Funds Committee for the approximately \$25k it would take to make up the difference in amount of funding already approved by the Town for furniture and what the current estimated costs are. She will know by next week if we get approval. If not, she will draft a warrant for the next Town Meeting.

Becky has an estimate for the electrical work and has finalized plans for the furniture. It will take about 12 weeks for the furniture to be delivered after receipt of our order. It only takes about 3 – 4 weeks to book the movers.

Town Planner Jean Bubon is submitting for an energy conservation grant to upgrade the lighting in Town buildings to LED technology. The Library is included.

- Rebecca reported that she and Carol are about 90% done with the new trustee welcome packet.
- Steve reported that he has found a number of local firms that do patios and other hardscaping type projects. Before contacting them we should have an idea of what we want. Steve asked for input from the rest of the Board.
- Becky set up a Google Drive account as a shared web repository for the Trustees. The account is JHPLTrustees@gmail.com, and she and Steve have been uploading materials to it.

New Business:

- Elisa described an encounter she had with one of the Library Staff. She reported that the staff member expressed their general dissatisfaction with the quality of internal communications at the Library and the Director's lack of availability while she is attending off-site meetings. A long discussion ensued about possible ways to improve the communications within the Library. It was also realized that the Board does not have a formal mechanism in place for staff to communicate directly with the Trustees if they have complaints or concerns about the Library or the Director. Becky will talk to other Library Directors to see what they do about internal communications, and what procedures they follow when staff wish to contact the Trustees directly.

- Revised/Updated Trustee bylaws. Discussions were tabled until the next meeting.
- Trustees Mission Statement. Discussions were tabled until the next meeting.
- Library 125th anniversary. Discussions were tabled until the next meeting.

Adjourn: The meeting was adjourned at 8:39 pm.

Next Meeting: The next meeting will be March 7, 2019 at 6:30pm.

Respectfully submitted,
Stephen Mullen
Secretary