

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: January 07, 2021
Joshua Hyde Public Library
Virtual Meeting

Chair Joyce Sinnott called the January 07, 2021 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 5:01 pm and called the roll of attendees. In addition to Chair Sinnott, attending remotely were Rebecca Celuzza, Jessica Colati, Melissa Earls, Sandra Gibson-Quigley, Elisa Krochmalnyckyj, Carol Mitchell, Stephen Mullen, David Peterkin, and Library Director Becky Plimpton.

Chair Sinnott read the mandatory statement that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting law, G.L. c. 30A Section 18, and the Governor's March 15, 2020 Order the meeting would be conducted via remote participation to the greatest extent possible. When checked, there were no listeners on the Town's meeting call-in phone line.

Minutes:

After review, Carol moved that the minutes of the December 10, 2020 be approved as amended. Sandy seconded. The motion passed unanimously.

Librarian's Report:

Building Issues:

- While she was doing some work in the Library basement, the Facilities Manager noticed a crack in one of the wooden beams that support the reading room. A quote for an engineering study to investigate the beam has been received. It is for approximately \$1,700. There is enough money in the Building Maintenance budget line for this. Finance Director Barbara Barry has confirmed that it is appropriate to use those funds for this study.
- Capital and Betterment budgets have been submitted. Becky will forward copies of the Capital request to the Board. The Capital request includes \$10,000 for a replacement copier/printer.

Programs:

- On January 11th at 7:00 pm we will hold a Zoom program: "Start the New Year with Meditation".
- Five local libraries: Charlton, Southbridge, Sutton, Oxford, and Sturbridge will host a series of five virtual gardening programs. The series will start at the end of February.
- Pat has begun the planning process for the Summer Reading Program.

Other:

- The Library has been offering the use of the computer room by appointment only. So far this seems to be working out for both patrons and staff.

- The Town's Classification and Compensation Study has been completed. It used data from 16 towns comparable to Sturbridge. Becky will be reviewing the recommendations with the Town Administrator on Friday, January 8th. The Board requested a copy of the study. Becky will send it out.
- The Page position has been advertised. Becky will advertise the Program Coordinator next week.
- The You Belong Here campaign committee has almost been formed. There are currently 6 members; Becky would like a total of 8. The first meeting is planned for the end of January.
- COVID money for cleaning has been extended through 2021. Accordingly, we will be keeping our current cleaning schedule but will adjust as needed should we open additional days or hours in the coming months.
- Budget documents have been submitted.

Meetings:

- Meetings included MLS Executive Board, MLA Legislative Committee, and the Chamber Promotions Committee.

Financial:

- There were no issues noted with this month's report. As noted above, we will be using the Building Maintenance line to fund the engineering study of the cracked support beam.

Chair's Report:

- Joyce reported that she dropped off Becky's 2020 evaluation and cover letter to the Town Administrator's office yesterday.
- Joyce noted that Town nomination papers are available as of today. Carol, Rebecca, and Dave are up for reelection. Both Dave and Rebecca indicated that they were not planning on running again.

Old Business:

- **Diversity, Equity, and Inclusion (DEI) statement and Inclusion Campaign.** Becky said that the DEI statement would be the first item of business during the meeting at the end of the month.
- **125th Anniversary:** Sandy reported that the planning committee will be meeting on January 12th.
- **Library Policy review:** Several very good comments and suggestions for changes to the draft of the Collection Development Policy have been received since the last meeting. They were incorporated into a new draft which was distributed to the Board. There was much discussion and additional modifications suggested. Steve will revise the current draft and distribute it for consideration at the next meeting. Steve also distributed a draft revision of the Policy Manual as a whole. The revisions were entirely focused on reformatting the Manual and making it more of a coherent whole. This draft will be used as our baseline document going forward. Steve asked that anyone who finds any formatting issues that still need to be addressed let him know.

- **Patio:** Steve reported that the Planning Department was kind enough to digitize the plot plans and other useful material Jess and Sandy found in the archive. They also provided us with fresh hard copies of the digital files.

New Business:

Becky's performance goals for 2021: Becky presented the Board with her proposed performance objectives for 2021. There was much discussion. Becky will make revisions and resubmit for the next meeting.

Next Meeting: The next meeting will be held February 4th 2021 at 5:00 pm via Zoom.

Adjourn: Steve moved that the meeting be adjourned. Jess seconded. By a roll call vote, all approved. The meeting was adjourned at 6:52 pm.

Respectfully submitted,
Stephen Mullen
Secretary