

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: January 6, 2020
Joshua Hyde Public Library Basement Meeting Room

Chair Jackie Belisle called the 6 January 2020 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 5:00 pm. Attending were Jackie Belisle, Rebecca Celuzza, Melissa Earls, Sandy Gibson-Quigley, Pat Howard, Carol Mitchell, Stephen Mullen, Joyce Sinnott, and Library Director Becky Plimpton.

Minutes:

The minutes of the November 6, 2019 meeting were approved as written. The minutes of the December 5, 2019 meeting were approved with one pen-and-ink correction.

Librarian's Report:

Building Issues:

- The roof is leaking again. Becky has handed this off to Robyn (Town Facility Manager). It is likely an HVAC issue. Replacement of the HVAC unit(s) is part of the 2023 Capital Plan. It could take up to \$300,000 to replace the unit. Meanwhile, Becky is monitoring the situation and updating Robyn as needed.
- Shelving unit end panels are scheduled for mid-Feb. The window shades have been installed. They make a big difference.

Programs:

- January 16 – Stewing Over Mysteries with Peter Swanson. This will be held in the Tap Room at the Publick House and is just about sold out.
- January Movie Series – 1:00 pm every Wednesday in January starting on the 8th. Movies to be presented are Desk Set, A League of Their Own, Hidden Figures, and On the Basis of Sex.
- 22 February, 1:00 pm: Charlie Zahm concert at the Federated Church.

Other:

- Ms. Dara Shanahan has been hired as our new Page. Ms. Tasha Mayen has been hired as the new Library Administration and Circulation Assistant. Elain McClain officially retired on 27 December. We do expect her to come back as a substitute starting in mid-February. Samantha Cass-Evans will be graduating soon with her Masters of Library Science.
- Painting Conservation: The painting of George Hyde will need to go to the Historical Commission before it goes to the Community Preservation Committee. There has been a delay in getting together with the Historical Commission. Meanwhile, Ms. O'Connor still has the painting. A full restoration of the Hyde painting will cost \$1,600 to \$1,800; simple remedial treatment of the damages would run between \$600 and \$800. Because of the time it will take to work through the Historical Commission and the Community Preservation Committee the sense of the Board was that we should fund the restoration of the Hyde painting with Library trust monies. Steve moved, and Carol seconded that we appropriate up to a total of \$2,000 from the Sturbridge Hills and Hyde Trusts for the full restoration of the Hyde painting. The motion was passed unanimously. We will request funding from the Community Preservation Committee to restore the other paintings.

- The Town personnel classification study will be held 21 and 22 January. There will be one interview per job description. The Library has 10 employees with a single description. Becky contacted Jeff (Town Administrator) by e-mail. Jeff responded that they can start with one interview. Any changes will be fast tracked to take place in FY21.
- The staff holiday party will be Friday 31 January at the Empire Buffet.

Meetings:

- MLS Executive Board; Book Discussion Group; CMLA Executive Board.

Financial:

- The Board reviewed the monthly financial report. No issues were noted.

Chair's Report:

- Jackie reported that she received the semi-annual notice of the State award of FY2020 Library Incentive Grant (LIG), Municipal Equalization Grant (MEG) and Nonresident Circulation Offset (NRC). The total is \$8,243.82.

Old Business:

- **Patio:** Tabled.
- **125th Anniversary:** Tabled.
- **Complaint procedure:** Tabled.
- **Bulletin Board Policy:** The draft was approved with two edits. Steve will incorporate the approved policy into the Library's policy manual, circulate it, and upload it to the Board's Google Drive.
- **Becky's 2019 accomplishments and 2020 goals:** The Board discussed Becky's 2019 accomplishments. The Board continues to be very pleased with Becky's work at the Library and gave her the highest rating for each of her 2019 goals. Steve will draft a formal evaluation and cover letter for Jackie's signature and submission to the Town Administrator. The Board discussed Becky's proposed goals for 2020 and made minor adjustments to them.

New Business:

- Jackie and Pat announced that they would not be seeking reelection this year.
- The FY 2021 budget has been submitted.

Adjourn: The meeting was adjourned at 7:05 pm.

Next Meeting: The next meeting will be held 6 February 2020.

Respectfully submitted,
Stephen Mullen
Secretary