

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

Chair Jackie Belisle called the March 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, Carol Mitchell, Stephen Mullen, David Peterkin, Joyce Sinnott, and Library Director Becky Plimpton.

Minutes:

The minutes of the 7 February 2019 and 7 June 2018 regular meeting were accepted with the correction of minor typographic errors. Minutes of the 1 November 2018 regular meeting were accepted as written.

Librarian's Report:

Building Issues:

- Our custodian has been out on vacation, and then on medical leave. This is a serious problem as there is no one to fill in his hours. The Staff are left to clean toilets and vacuum, at the very least.

Programs:

- Mini Golf at the Library was a success. This event is a major fund raiser for the Friends of the Library, raising \$750 this year. Joyce would like to see a Trustee Hole next year.
- Becky will be giving the resume writing workshops at the Bay Path Job Fair for the South Central Chamber of Commerce on April 11.
- Lisa Lieberman, mystery author of Burning Cold, will be here April 25th.

Other:

- The team building at Bogey Lanes was fun and served its purpose. A "Thank you" to the Trustees.
- A reminder that the Library will close at 1:00 pm on 22 March for staff training.
- The Sturbridge budget meeting will be Saturday March 23rd. Becky will be attending and speaking in support of the new Program Coordinator position. The position would be 15 hours per week.
- Becky will draft a letter to potential candidates for the Chair of the Renovation Fundraising Committee. It will have details of the financial goals and timelines for the project.
- Becky feels it is time to update the Meeting Room Policy. She will bring proposed changes to our next meeting. Changes will include doing away with the room charge for refreshments.
- Staff members have been very good about backfilling Dena's hours after she resigned. A position description has been posted internally to the Library. It closes on 14 March. Becky knows of three potential candidates.

- Friends of the Library tote bags will be on sale “soon”. They will cost \$6 for members of the Friends, \$8 for non-members.

Meetings:

- Many: Legislative Breakfast; CMLA & MLS; Book Club; Mediation workshop; a Brown Bag lunch presentation for the Chamber of Commerce; Directors; Friends of the Library; and the Library Legislative Day.

Financial Report:

- Becky has been talking with Barbara Barry about the FY20 budget. Our current budget has a slight deficit.
- The Financial Report was reviewed. No issues were noted.

Chair’s Report:

- Jackie received notice from the MBLC about the Spring Trustee Orientations. There will be one held on 2 April at the Charlton Library.

Old Business:

- Renovation
 - o There is \$23k for furnishings in the FY20 budget. (Approval would be in July 2019.)
 - o Movers. We need to be on their schedule in June in order to have the work done for October.
 - o Jackie moved that \$50k be appropriated from the Schumacher Fund for the purpose of initiating the Renovation Project. All approved.
- Trustee Orientation Packet. Rebecca reported that the current revision has been placed on the Trustee Google Drive. It is intended to be a living document. She circulated a proposed file structure for the Drive; and brought up possible security and file management issues inherent in having a group sharing a single login.
- Patio. There was a general discussion about features the Trustees would like to see in the new patio area. Things mentioned were: A short wall or hedge that would serve to mitigate the traffic noise from Main Street; Benches and/or chairs; A picnic table (perhaps one out front?); a low maintenance surface – pea stone, stone dust, rubber chips, mowing and maintenance is a concern. For our next meeting, bring ideas and go outside to brainstorm.

New Business:

- Complaint procedures. Becky has been looking. One possibility is to use the Town Personnel Handbook as a template. Some considerations: Should we consider anonymous complaints? Anonymous vs confidential complaints. Whistle blower situations. Becky does have examples from other libraries, and will keep looking.
- Revised/Updated Trustee bylaws. The Trustee mission statement will be folded into the bylaws. Further discussions were tabled until the next meeting.

- Library 125th Anniversary (2021). The Library opened in 1896. The consensus of the Board is that it will take a year to do the planning, and that the planning should start in earnest after the renovation project is complete.

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

Next Meeting: The next meeting will be April 4, 2019 at 6:30pm.

Respectfully submitted,
Stephen Mullen
Secretary