

Joshua Hyde Public Library Board of Trustees
Meeting Minutes: April 4, 2019
Joshua Hyde Public Library, Basement Meeting Room

Chair Jackie Belisle called the April 4, 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, Carol Mitchell, Stephen Mullen, David Peterkin, Joyce Sinnott, and Library Director Becky Plimpton.

Minutes:

No minutes were available from the 7 March 2019 regular meeting.

Librarian's Report:

Building Issues:

- The roof leaked a small amount on one ceiling tile a few weeks ago. P&P Contractors sent their roofer out and he patched two places. The roof has not leaked since. Becky will take care of replacing the ceiling tile.
- The Library is hiring a handyman to work through a list of 10 – 12 small building repairs that need to be addressed. This will be paid out of the Building Maintenance line in our budget.
- While the gutters were being cleaned it was noticed that the downspouts need repair.

Programs:

- Lisa Lieberman, mystery author of Burning Cold, will be here April 25th.
- The movie "The Third Man" was shown April 3rd as part of the Film and Book presentation.
- The Children's Room has many programs planned for April vacation week. Once that is over, preparations for the Summer Reading Program will be in full swing.

Other:

- The staff training in Southbridge on 22 March was very informative. Staff got a chance to learn about the Libby app and all of its functions; as well as to discuss topics and issues with their colleagues.
- Gina Piantoni has been hired as the new ILL and Adult Services Assistant. Samantha Cass-Evans has been hired to fill Gina's vacated Library Circulation Assistant position. Both were internal candidates. Becky will need to post for substitute/Sunday positions once our Sunday open hours are finished for the season April 28th.
- Becky met with the Town Planner about the grant for new energy-efficient lighting. Purchases are planned for next August.
- Mr. Jeff Bridges, the new Town Administrator has started, with the first Department Head meeting being 3 April. He expressed an interest in meeting with boards and committees. Becky suggested that he be invited to the 2 May meeting.

- Becky met with Larry Morrison, the Library's liaison to the Town Finance Committee about this evening's Finance Committee meeting. They discussed asking for only 10 hours per week for the new Program Coordinator position, vs our original 15 hours. She will do this.
- The Book Expo will be held in New York City from May 30 – 31. Last year's trip was very useful and Becky would like to attend again this year. Cheryl, Pat, and Gina would be attending as well. Most of the funds would be taken from the Out of State Travel budget line, but additional funds will be needed for the trip. The Board voted unanimously to appropriate up to \$750 for the trip. Monies to come from LIG/MEG.

Meetings:

- MLS Executive Board and Executive Director candidate interviews; C/W Mars users Council and CMLA; Sturbridge Budget meeting; Finance Committee liaison; Book Club and film showing; Department Heads, Directors; Friends of the Library; Town Planner and lighting representative.

Financial Report:

- The gutters needed to be cleaned twice, accounting for the deficit in that line. Our Building Maintenance line fronted \$699 for ceiling repair. The Town Accountant is working with the Insurance carrier to figure out who will ultimately pay for it.
- No other issues were noted.

Chair's Report:

- The Mass Library Trustee Institute will be meeting Saturday 27 April at the AC Hotel on Front Street in Worcester.
- We have two open Trustee positions on the ballot for next week's election, one for a three year term, and one for a one year term. There was a general discussion about possible write-in candidates.

Old Business:

- Renovation. Becky reported that there are two potential candidates for Chair of the Renovation Committee. She circulated a draft of a letter to send to them outlining the current status and proposed timeline. It looked good
- Meeting Room Policy. Proposed changes to the Meeting Room Policy were discussed. Steve will circulate a draft of the revision for consideration at our next meeting.

[Becky and Joyce leave at 7:25p to attend the Finance Committee Meeting; Dave to attend Trails Meeting]

- Trustee Orientation Packet. The latest revision has been posted to the shared Google Drive.
- Patio. It was noted that the area could be considered less an extension of the Library and more of an extension of the Common. Might there be a good spot at the front of the Library? Anything in that area would need to be coordinated with the Federated Church. Because of the lateness of the hour and the darkness, the Board did not go outside to examine the areas at the rear of the building.

- Trustee Bylaws. There was a general discussion about the Trustee Bylaws, focusing primarily on the list of officers. One question is if we need a formal Treasurer position. [7:55p Dave returns from Finance Committee meeting.] Rebecca will use the Town of Williamson's Trustee Bylaws as a starting point and present draft bylaws for our next meeting.
- Library 125th Anniversary (2021). Jackie suggested that we might focus on books that were published in 1896 and presented a number of examples. The Board thought that was a good approach.
- Complaint procedures. Tabled until next meeting.

New Business:

- We will invite the new Town Administrator to our next meeting.

Adjourn: The meeting was adjourned at 8:20 pm.

Next Meeting: The next meeting will be May 2, 2019 at 6:30pm.

Respectfully submitted,
Stephen Mullen
Secretary