

Board of Trustees Meeting Tuesday, October 8, 2024

Called to order 7:07 pm

Motion passed to approve minutes from September 10, 2024

February 13, 2024 minutes were previously completed but not otherwise noted in other minutes as passed. Motion approved to pass minutes from February 13, 2024 by Ms. Farrar and Ms. Berube. Ms. Hughes abstained as this was prior to her term as trustee.

Directors report presented by Ms. Tolson:

Funding

FY25 Budget

See attached budget update. We are about 25% of the way through the fiscal year.

We discussed changes in fees and the service Useful is paid annually and fees went up this year

State Aid - Ms. Tolson reported that State Aid to Public Libraries Application and Compliance form was completed. Reviewed to understand how this is calculated. If town does not provide us sufficient funding, we will lose our certification. We are correctly funded for certification.

Facilities

Teen Room

Ms. Tolson reports the tweens and teens are very happy with the new furniture and the teen room (as well as other areas of the Library) have been very busy during after school hours.

First 1/2 day of school will be this week. Ms. Tolson and Ms. Silverman have planned to book RBCR for 1/2 days and put activities and a staff member.

Roof Repairs

We had the flat roof in the courtyard area recoated and repairs were made to the roof above the gutters on the parking lot side of the building. This was part of a capital funded project.

HVAC

Renaud came and did the biannual maintenance to the HVAC system. Issue with a fan in the archive room and they are waiting on a part to fix.

Programs & Services

Past Programs

- The new preschool series “Preschool Time” on Tuesday has been gradually building a following. 13 attended the most recent session on 9/24.
- Professional Organization from The Naked Flower – Fall Cleaning (Tues. 9/17 at 6 pm) had 7 people attend.
- Teen Anime Night (Fri. 9/20 at 6 pm) had 5 attend.
- The Fall Community Job Fair with MassHire (Thu. 9/19 from 1-3 pm) was very successful. 83 people attended (including job seekers and employers).
- Girls Who Code (new session) began on Wed. 10/2 at 4 pm. We have 6 girls signed up.

Library system that schedules library passes and it is not currently for museum passes. Plymouth Rocket is the system.

Collections

Ms. Tolson reported we have been having issues with our periodicals vendor, WT Cox. They processed our renewal for the Boston Herald incorrectly and we have not been receiving the paper. They were not very responsive to many attempts to contact them but Ms. Tolson was finally able to speak to someone and as of this meeting is still waiting for the issue to be resolved.

Outreach

The Library is planning to participate in two community events. The Fire Dept Open House on Sunday, 10/6 and a Women’s Empowerment Fair on Sat. 11/16 at the town hall.

Staffing

Ms. Tolson reports that they have identified a strong candidate for the On-Call Library Assistant, who is due to be appointed on 10/7.

Ms. Tolson is planning to attend the NELA (New England Library Association) conference on Oct. 20-22. It is being held in Portland, ME this year.

Friends

The Friends met on 9/25. Ms. Hughes and Ms. Tolson attended. Trustees discussed recap of friends meeting and

Discussed possible fundraising opportunities .

Other

Financial Report

Ms. Tolson presented that per the report for FY2 we have met all the state aid requirements.

Plymouth Rocket, the vendor that provides our Room Booking, Museum Pass, and Calendar of Events site, has been having some technical issues. The site was scheduled to be down for a server migration on Sat. 9/28 and is still down as of the morning of Thurs. 10/3.

Ms. Hughes discussed final planning for Coffee Connection which will be on October 19, 2024 during the

New Business

Ms. Farrar requested that we begin working Millis Reads. Ms Tolson sending out invite to begin discussing plans to launch program in January.

Strategic Planning. - new business

Ms. Tolson presented the strategic plan timeline. Dates have been selected for the Advisory Committee Meetings. Surveys (general and youth) will launch 12/4. Our next step is to finalize the list of potential Advisory Committee members, who will receive the initial invite.

The Trustees and director went into executive session to discuss Strategic Planning.

Motion to adjourn at 8:45 pm unanimously approved.