

Minutes for January 16, 2020
Board of Trustees
Medfield Memorial Public Library

Attendees: Lauren Feeney, Maura McNicholas, Deb Merriam, Jean Todesca, Colleen Sullivan, Phil Tuths; Library Director Pam Gardner.

Lauren called the meeting to order at 6:14 pm.

Minutes: December 19, 2019 minutes were approved. Motion: D. Merriam; Second: C. Sullivan; Unanimous.

Friends' Report: The Friends have not yet met this month. The book store continues to do well. Financials looks good.

Staff Reports:

Adult: Bri has planned 4 marsupial "joey pouch" workshops (2 with Erica). Circulating craft kits are being assembled.

Circulation: Museum passes have been reorganized. There will be several customer service staff training workshops. Lots of new unusual items have been purchased.

Children's: Information about "1000 Books Before Kindergarten" will be distributed to preschools and daycares. A mime storytelling program with Kurt Jackson is scheduled for January 30, 2020.

Teen: Erica continues to collaborate with the schools including an author visit by Karen McManus on March 13, 2020. Pages are being retrained. The program Adulthood 101 begins soon with a presentation at Randy's Automotive.

Director's Report:

Budget Expenditures YTD: The budget is in good shape with the salary line being carefully tracked.

Facilities: The conference room will soon be repainted and have a new conference table and chairs.

Programs/Initiatives:

Collection Development Policy: The Board complimented Pam on the policy. Motion: To accept the Collection Development Policy including the Request for Reconsideration form. Motion: D. Merriam; Second: J. Todesca; Unanimous vote.

Programming: The Friends will fund addition programs.

Hoopla: The program is up and running.

Outreach: The Master Plan Committee draft report reflects Pam's discussion with them, including the need for parking.

Personnel: The Library is fully staffed. An internal staff blog is being developed to streamline communication.

Other Business:

Hold Policy: After considerable discussion the policy will remain the same unless problems arise.

Macmillan Embargo: Pam explained the embargo which severely limits library access to e-content. The Board supports Pam's decision to not purchase Macmillan e-content.

Date of Next Meeting: The date of the next meeting is February 20, 2020 at 6:00 pm.

Adjourn: Motion to adjourn at 7:31pm. Motion: D. Merriam; Second: P. Tuths; Unanimous vote.

Respectfully submitted,

Maura McNicholas