

Minutes for May 9, 2019  
Board of Trustees  
Medfield Memorial Public Library

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

Lauren called the meeting to order at 6:13 pm.

**Minutes:** April 11, 2019 minutes were approved with changes. Motion: L. Feeney; Second: D. Merriam; Unanimous vote.

**Friends' Report:** Lots of ideas for an annual "event" to use as a fundraiser were suggested at the Friends' last meeting. Their annual meeting is May 14, 2019 at 7:00pm. The Friends' finances are in great shape and the book store is doing very well.

### **Staff Reports**

**Adult:** The professional development programs Bri attended should prove useful. Author series has begun. Anna Ring has started as part of our reference staff. Bri is monitoring marketing that the library is using.

**Circulation:** The seed library has sprouted and seeds are flying out of the library. Staff members assumed Sandy's (now retired) duties. Her position has been posted.

**Children's:** Programs, both active and passive, continue to be well attended. Bernadette will visit the elementary schools to promote the Summer Reading Program and will attend MLA.

**Teen:** Middle school summer reading books are ordered and catalogued. Erica will attend MLA.

### **Director's Report**

**Budget Expenditures YTD:** The FY19 budget is on track.

**Facilities:** The main entry doors are fixed. Pam is in the process of compiling a building report and will generate a list of building needs. She will also set up a meeting with the Facilities Director Amy Colleran to discuss the status of the elevator repairs, other repairs and capital budget requests.

**Strategic Plan:** The first meeting generated lots of ideas for a community vision for the Library. Pam, Deb, and Jean anticipate two more meetings. A community survey will soon be available both online and print form.

**FY20 Goals:** Pam will write her goals for FY20 as requested by Town Administrator Kristine Trierweiler.

**Personnel:** The two unfilled Library Assistant positions have been posted.

**Other Business:** The date of the next meeting is Thursday June, 2019 at 6:00 pm.

**Adjourn:** Motion to adjourn at 7:33 pm.: Motion: C. Sullivan; Second: J. Todesca; Unanimous vote.

Respectfully submitted, Maura McNicholas