

Minutes for October 10, 2019
Board of Trustees
Medfield Memorial Public Library

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

Lauren called the meeting to order at 6:00 pm.

Minutes: September 12, 2019 minutes were approved. Motion: D. Merriam; Second: P. Tuths; Unanimous.

Friends' Report: The Friends annual membership drive begins October 17, 2019. The newly designed fundraising brochure drew rave reviews. Upcoming plans include a mini golf fundraiser to take place in the library. The book store continues to do well.

Staff Reports:

Adult: Fall programs are going great, as is social media. Makerspace hours have been reduced based on demand.

Circulation: Plans are underway to interfile DVDs with Blu-rays. New museum passes added include: The House of Seven Gables and The Trustees of Reservations Go Pass.

Children's: The program "1000 Books Before Kindergarten" offered in conjunction with Walpole CFCE has kicked off. New Arthur characters for the children's room are being created by children's room patrons.

Teen: Collaboration with the schools included a presentation on Banned Books and adding to the library's collection of foreign language books of interest to middle and high school students. Spanish lessons taught by Spanish Honors students may be restarted. The annual, highly anticipated haunted house will be Saturday October 18, 2019.

Director's Report:

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

FY21 Budget: The FY21 budget request has been submitted.

Facilities: Pam expressed concerns about the overgrown landscape and lack of trash pick-up from the containers near the gazebo.

Outreach: Pam met with representative of Master Plan Committee mentioning the library's concern about parking.

Programs/Initiatives:

Strategic Plan: The trustees voted to formally approve the Five Year Strategic Plan. Motion: M. McNicholas Second: P. Tuths, Unanimous vote. The trustees again complimented the group that produced the plan. The plan has been approved by the state.

Display & and Display Policy: The trustees voted to accept the Display Policy. Motion: M. McNicholas; Second D. Merrriam; Unanimous vote. Pam is researching display cases, looking for a case that is sturdy, safe and fits the space. Pam will share the policy with Rich Mastronardi.

Hoopla: Pam anticipates that this new program which is similar to Overdrive will allow patrons to borrow 10 items a month starting in November 2019.

Personnel: Job descriptions are being completed. Department mission statements and an updated cascaded jobs list will also be generated.

Other Business: The Norfolk County Registry of Deeds has offered to instruct residents on searching their databases at a library workshop. Pam will investigate.

A patron contacted Lauren regarding the emptiness of the exterior niches. Discussion followed.

Pam reminded trustees of the upcoming master plan meeting and the special town meeting regarding rezoning the State hospital.

Date of Next Meeting: The date of the next meeting is November 21, 2019 at 6:00 pm.

Adjourn: Motion to adjourn at 7:55 pm. Motion: D. Merriam; Second: J. Todesca; Unanimous vote.

Respectfully submitted,

Maura McNicholas