

Minutes for November 21, 2019

Board of Trustees

Medfield Memorial Public Library

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

Lauren called the meeting to order at 6:02 pm.

**Minutes:** October 10, 2019 minutes were approved. **Motion:** D. Merriam; Second: C. Sullivan; Unanimous. October 30, 2019 minutes were approved. **Motion:** D. Merriam; Second: P. Tuths; Unanimous.

**Friends' Report:** The Friends annual membership drive has begun and they are offering PayPal as a payment option. The mini-golf fundraiser is being planned for later winter/early spring. The book store continues to do well with plans underway to sell specialty items at the Holiday Stroll.

**Staff Reports:**

**Adult:** Adult programs have been well attended. Bri is currently looking to add programs of interest to men and younger adults.

**Children's:** Bernadette attended K-5 Literacy Night at Dale Street School and signed up 17 kids for library cards. Activities to engage older elementary children have been successful. The Arthur characters are on display and have become a photo backdrop for patrons. Children's room patrons built a cardboard town as their submission to the Master Plan Committee.

**Teen:** The haunted house hosted, by 56 volunteers, was visited by over 300. The teen focus group submitted their ideas to the Master Plan Committee.

**Director's Report:**

**Budget Expenditures YTD:** The budget is on target.

**FY21 Budget:** No new information on the FY21 budget.

**Facilities:** There is discussion about consolidation of town department utilities. Pam will check with MBLC to ensure that this will not affect State Aid.

**Programs/Initiatives:** Pam distributed the FY21 Action Plan which was generated by Pam and the department heads. A December 1, 2019 roll out for Hoopla is anticipated. The library hosted a census recruitment event. The library anticipates assisting residents with the online census form.

**Outreach:** **Motion** to close the library at 2:00pm on December 6, 2019 to prepare for the Holiday Stroll. **Motion:** D. Merriam; Second: M. McNicholas; Unanimous. Pam and Bri met with Roberta Lynch to discuss future collaborations, the first to be an E-Book/Audio book tutorial facilitated by Anna.

**Personnel:** Pam is interviewing for a circulation supervisor (close to filling) and additional circulation staff. The staff review schedule is intact except for circulation.

**Other Business:** Plans are underway to expend a portion of State Aid funds and bequests from residents.

**Date of Next Meeting:** The date of the next meeting is December 19, 2019 at 6:00 pm.

**Adjourn: Motion** to adjourn at 7:30 pm. **Motion:** C. Sullivan; Second: D. Merriam; Unanimous vote.

Respectfully submitted,

Maura McNicholas