Minutes for December 19, 2019
Board of Trustees
Medfield Memorial Public Library

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

Jean called the meeting to order at 6:06 pm.

Minutes: November 21, 2019 minutes were approved. Motion: D. Merriam; Second: C. Sullivan; Unanimous.

Friends’ Report: The Friends annual membership drive is underway. Carol is investigating grants and other fundraising ventures. Friends’ secretary Jenny Cronin will present her book Under the Hidden Moon on January 23, 2020 at 7 pm. The bookstore is doing well.

Staff Reports:

Adult: Adult programs have been scaled back for December. Plans are underway to invite high school students to assist with 3D printing maybe as part of an intern program.

Children’s: Three plans designed by children’s room patrons were submitted to the Master Plan Town Committee. Activities to engage older elementary children have been well received. Fifty-three patrons have signed up for 1,000 Books before Kindergarten. Plans are underway to contact Medfield pre-schools about the program. A Girl Scout is working on her gold award entitled “Alzheimer’s Awareness for Kids” in conjunction with the Library

Circulation: Maura Mills will lead the circulation department. She and Pam are formulating plans to upgrade services.

Teen: Coordination with the schools continues. Dungeon & Dragons and Make It/Take It continue to be popular programs. Erica planning an Adulting 101 program. TAB is being revamped to emphasize volunteering.

Director’s Report:

Budget Expenditures YTD: The budget is on target.

FY21 Budget: Pam will meet with Amanda Hall, the library’s Warrant Committee’s liaison, on December 23, 2019.

Programs/Initiatives: Collection Development: The draft document was discussed. An updated document that reflects the discussion will be presented at the next meeting.

Outreach: Pam is now a member of the Complete Count Committee and the Medfield Sustainability Coalition.

Personnel: Staff reviews are underway.

Date of Next Meeting: The date of the next meeting is Thursday, January 16, 2020 at 6:00 pm.

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

Respectfully submitted, Maura McNicholas