

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