

Minutes for September 12, 2019

Board of Trustees

Medfield Memorial Public Library

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

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

Minutes: June 6, 2019 minutes were approved as edited. Motion: L. Feeney; Second: C. Sullivan; Unanimous.

Friends' Report: Pam updated the Trustees on the Friends summer activities. The Friends' funded children's summer reading program was well attended. Half-Price August was a huge success. A generous patron donated over 1,000 books to the bookstore. Plans for Medfield Day have been finalized

Staff Reports:

Adult: Bri's marketing plan is working well. An **Anti-Suffrage Satire Performance: Someone Must Wash the Dishes** has been booked for Oct. 3. Patron-run programs have been successful.

Circulation: The unusual items collection has new items and has been moved to a larger space.

Children's: The summer reading program was very successful with many attendees at the various programs offered. Children are still returning their completed summer reading logs.

Teen: Summer programs were successful with a group of new volunteers taking over planning for the annual haunted house and adding new mural art.

Director's Report:

Budget Expenditures YTD: The budget is in good shape. The salary line will be closely monitored as all staff positions have been filled.

FY21 Budget: Pam presented the FY21 budget draft as town-wide budget planning will begin in September.

Facilities: Pam is investigating the 2 water bills issue. She presented the FY20 Building Improvement Plan. Discussion followed.

Programs/Initiatives: Pam presented the Five Year Strategic Plan. She is currently writing the annual action plan that is due in December, 2019. The trustees complimented the group that produced the plan.

Outreach: The library staff has supported many aspects of the CAM's Poetry Project.

Personnel: New hire Colleen Maxfield will assume Sandy Dobday's position. Donna Knott and Charlotte Cassidy are now part of the children's room team.

Other Business: The tentative date of the next meeting is Oct. 10, 2019 at 6:00 pm. To be confirmed by Pam.

Adjourn: Motion to adjourn at 7:38 pm. Motion: C. Sullivan; Second: P. Tuths; Unanimous vote.

Respectfully submitted,

Maura McNicholas