

Minutes for June 6, 2019

Board of Trustees

Medfield Memorial Public Library

**Attendees:** Lauren Feeney, Maura McNicholas, Deb Merriam, Colleen Sullivan; Library Director Pam Gardner; Medfield Facilities Director Amy Colleran.

Lauren called the meeting to order at 6:05 pm.

**Introductions:** Lauren introduced and welcomed Facilities Director Amy Colleran.

**Meeting with Facilities Director Amy Colleran:** Amy, who started in January, 2019 explained her role, the capital budget (aka stabilization fund) process and the 5 year plan. One of her goals is to standardize preventative maintenance contracts. She is the midst of dealing with the library elevator which includes installing new software, the elevator contract and its annual inspection. She recommends that the Library compile a list of needed repairs.

**Minutes:** May 9, 2019 minutes were approved. Motion: L. Feeney; Second: C. Sullivan; Unanimous vote.

**Friends' Report:** The Friends met May 30, 2019. Jenny Shaw is their new recording secretary. Attendance at the annual meeting was low so they are considering a new approach to boost the attendance at the annual event. Finances continue on pace. The new sorting procedure has helped control the donations closet. Their next meeting is July 9, 2019 at 11am.

**Staff Reports:**

**Adult:** Brie is strategizing new ways to market programs. The Maker Space continues to be busy. Supplies for summer and fall programs have been received.

**Circulation:** Interviewing is almost complete for Sandy's replacement. The unusual things collection has new items.

**Children's:** The new furniture funded by the art auction is in place in the program room. Summer reading is gearing up.

**Teen:** High Flying Dogs was a huge success. Study nights for finals begin soon.

**Director's Report:**

**Budget Expenditures YTD:** The budget is in good shape.

**Programs/Initiatives:** The strategic plan survey is online and in paper form at the library.

**Outreach:** Peak House awareness project continues. Pam is working with Jean Mineo and Medfield Cable 8 on poetry on buildings at MSH.

**Personnel:** Staff Performance Reviews will begin in December 2019 with job descriptions starting in October 2019. It is anticipated that this process will be completed by June 2020.

**Other Business:** The tentative date of the next meeting is Thursday September 12, 2019 at 6:00 pm.

**Adjourn:** Motion to adjourn at 7:55 pm.: Motion: C. Sullivan; Second: D. Merriam; Unanimous vote.

Respectfully submitted,

Maura McNicholas