

Minutes for June 14, 2022

Meeting of Board of Trustees  
Medfield Memorial Public Library

**Attendees:**

Kiersten Cole, Lauren Feeney, Jessica Razza, Phil Tuths, Richard White, and Library Director Pam Gardner

Phil called the meeting to order at 5:14 p.m.

**Approval of minutes:** Meeting minutes of May 17, 2022, were accepted as amended. Motion to approve the May 17, 2022, minutes. Motion: L. Feeney; Second: K. Cole. Unanimous approval.

**Update on Friends of the Library:** The next Friends meeting is June 15<sup>th</sup> at 7:00. The Friends are working on tote bags for Medfield Day.

**Staff Reports:** The Camp Summer Reading Kick-Off is scheduled for June 25<sup>th</sup>! Goats and Giggles will be on site to add excitement. A Camp Social for Adults will be held at the end of the summer.

The Teen Librarian presented “How to Turn a Library into a Haunted House” at a Library Network meeting.

**Director’s Report:**

New RFID pads have been installed at book checkout.

The rear book drop container has been removed. Staff is listening to hear if this affects patrons.

The Library Budget is in good shape; no accounts have been overspent. The staff is on track to utilize the full Materials allotment.

Library Director will reach out to chair of external Library Trust fund, to check status and any availability to utilize funds.

The Library Staff is finishing up the Patron Survey. Three findings have emerged: 1. Quiet places to read are still important to Patrons, 2. Patrons like the wide variety of materials available through all libraries in the Minuteman Network, and 3. Patrons would like more weekend hours.

An Annual Performance Review process has been established and Library Staff is appreciative of the formal feedback.

Library Director is updating the Display Policy to clarify terms and requirements and will begin to recruit displays for new case. This Policy will be finalized and confirmed at next Trustee meeting.

**Motion:** Library will close on Monday, June 20<sup>th</sup>, 2022, in observance of Juneteenth holiday. Motion: K. Cole; Second: L. Feeney. Unanimous approval.

**Motion:** Medfield Public Library will accept new Minuteman Library Network Contract. Motion: L. Feeney; Second: R. White. Unanimous approval.

The next Trustees meeting will be Tuesday, September 13, 2022, at 5:00 p.m.

**Adjourn:** Motion to adjourn the meeting at 6:51 p.m. Motion: L. Feeney, Second: P. Tuths. Unanimous approval.

Respectfully submitted,

Lauren Feeney