

**Meeting of Board of Trustees
Medfield Memorial Public Library
May 17, 2022**

Attendees:

Kiersten Cole, Jennifer Cronin, Lauren Feeney, Jessica Razza, Phil Tuths, Richard White and Library Director Pam Gardner. Chair, P. Tuths, called the meeting to order at 5:10. Minutes from April 12, 2022 were unanimously approved with one change to add a paragraph after attendees. Motion L. Feeney Second J. Cronin.

Friends of the Library: Monetary donations low, but that is normal for this time of year. July 8 will be the deadline for the artwork for the tote bag fund raiser. A new FoL logo, designed by a teen volunteer, has been approved.

Staff Reports: to be published in June.

Director's Report: Budget: Budgets are on track. The proposed budget with the frozen 15-hour position was passed.

Building: The meeting room tables have arrived! The outdoor sign maintenance person has withdrawn from cleaning and repairing the large outdoor sign and we are on the lookout for someone to take this project. FastSigns of Needham will be supplying more/updated signs for inside.

Projects/Initiatives:

Fines – The library has been fine free for the past two years with no negative results. Moving forward the trustees would like to keep the library fine free. It will be taken to town hall for final approval.

Pinch – the new public printing system is up and running with positive results. The cost benefit will be monitored over the next year.

Rebranding – “Unusual Items” collection is now the “Library of Things.” The “circulation desk” will be called the “front desk.” The Circulation Department will be renamed the “Access Services Department” to more accurately reflect the roles of the library team.

Brief Patron Survey – Four questions regarding patron’s use of the library.

Personnel - Staff Reviews are underway. We discussed a letter from the Trustees and the Library Director to forward to town hall along with the staff reviews.

Other Business:

Summer Holiday Schedule: Memorial Day Weekend, closed May 28-30, Juneteenth closed on Sunday, Monday, July 4, and Labor Day September 3-5.

Next Trustees Meeting: June 14, 2022 at 5:00 p.m.

L. Feeney made a motion to close the meeting at 6:49 p.m. P. Tufts second.