

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
SEPTEMBER 10, 2019
MINUTES

Location: Robbins Library Conference Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:15 pm, and in attendance were trustees Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Community members in attendance were Stephanie Murphy and Andrea Holden, Little Fox Shop co-managers, and Amy Weitzman, Little Fox Shop, Inc. board president. Trustee Heather Calvin was not present.

Report from the Little Fox Shop, Inc.

The Little Fox Managers Stephanie Murphy and Andrea Orvis Holden and board member Amy Weitzman presented their first report to the Board. The Little Fox team reported on the Little Fox Shop and Board, Projected Three Year Budget, and Fixed Rent and Additional Revenue Proposal. The Little Fox team proposed changing the LFS fiscal year so that they can more easily distribute funds to the Trustees for the beginning of the library's fiscal year. The Board expressed their thanks to the LFS Managers and Board member Amy Weitzman for their work.

Community Time

No additional members of the community were present.

Approval of August 13 Meeting Minutes (vote needed)

The Board reviewed the minutes of the August 13 meeting. Mr. Delmolino approved the minutes as amended, Mr. Gates seconded the motion. Ms. Fennelly and Ms. Radochia abstained. The Board approved the minutes.

Approval of FY20 Trustee and Administration Goals (vote needed)

The Board reviewed the FY20 Trustee and Administration Goals. Mr. Delmolino moved to approve the FY20 Trustee and Administration Goals. Ms. Fennelly seconded the motion. The Board approved the FY20 Trustee and Administration Goals.

Holiday Schedule (vote needed)

The Board discussed the Staff Holiday schedule. Ten out of twelve of the "Town Manager 12"

comparable community libraries are open on the Saturday of Memorial Day. The Board discussed data collection and other information necessary to advocate for expanding hours at the libraries. Mr. Delmolino moved to approve the Holiday Schedule for calendar year 2020 with revisions noting the contractual holiday. Ms. Fennelly seconded the motion. The Board approved the Holiday Schedule.

Draft Capital Plan FY21-FY25

The Board discussed the Draft Capital Plan FY21-FY25 including the equipment maintenance requests and the Reimaging Our Libraries project. The Board looks forward to discussing a new funding path for technology licenses.

Preliminary Discussion of FY21 Budget

The Board discussed anticipated budget priorities for the the FY21 Budget. Requests might include increasing hours on summer Saturdays, Sundays, or Thursdays. Ms. Nicolay will advocate for improving staffing at Fox with a part-time Children's Librarian position. Other upcoming requests might include additional Children's Room hours and additional hours for a technology staff. The Board discussed their role in building support for the FY21 Budget requests, and committed their support for Ms. Nicolay's request for additional staff hours at Fox.

Director's Report

The Board reviewed the Director's Report. The Board thanked Ms. Nicolay for including the Equity, Diversity, and Inclusion update.

Foundation Liaison Update

Ms. Calvin was not in attendance at the August Foundation meeting. Ms. Litten reported that the Foundation approved the library's budget request and welcomed new members Usha Pasi and J.B. Maxwell to the Board.

Friends Liaison Updates

Ms. Radochia reported that the September meeting of the Friends of Robbins Library is scheduled for September 11. Ms. Nicolay reported that she is setting up a meeting with Foundation president Karin Barrett and Friends president Ruth Hersch to discuss a framework of support for library support organizations. The Board received no notification of a Friends of Fox meeting.

Communications and Announcements

Ms. Nicolay asked Trustees to send well wishes to former Trustee Frank Murphy.

Unanticipated Items:

There were no unanticipated items.

Date of Next Meeting: October 8, 2019

Adjournment (vote needed)

Mr. Delmolino moved to adjourn. The meeting was adjourned at 9:14 p.m.

Materials Distributed:

- September 10, 2019 Meeting Agenda
- August 13, 2019 Meeting Minutes
- FY20 Administration and Trustee Goals and Projects
- Library Staff Holidays
- Capital Budget Request
- Director's Report, August 2019 with August Circulation Report and Monthly Snapshot