

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
AUGUST 10, 2021
Minutes

Call to Order

Chair Jonathan Gates called the meeting to order at 7:18 p.m. and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, and Joyce Radochia. Trustee Stephen Quinlan joined the meeting at 7:50 p.m. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Mr. Gates shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

Community Time

No members of the community were present.

Approval of June 8 Meeting Minutes (vote)

Ms. Hampe moved to approve the minutes. Mr. Delmolino seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Mr. Gates voted aye, Ms. Radochia voted aye. The Board approved the minutes.

Report of FY21 Trust Fund Expenditures and Vote for FY22 Allocations (vote)

The Board discussed the FY21 expenditures and the underspent budget lines. Ms. Nicolay presented the the FY22 budget request and discussed conservative budgeting for this year, and changes in the Trust request from FY21. The Board discussed the FY22 Budget request and new funding sources available to the library. The Board discussed the Russell Fund requests to support Children's programs and Plugged In events. Ms. Nicolay voiced her support for increasing the Plugged In Coordinator's fee. The Board discussed combining the Russell Fund requests with the full Trust Fund request and including the summer Russell Fund request in the annual Trust and Gift Funds Request spreadsheet. Ms. Nicolay will include a line for the summer Russell Fund request in the FY23 spreadsheet, giving Trustees a full view of Trust expenses for the year. Mr. Delmolino moved to approve the FY22 Trust and Gift Funds Requests including the Russell Fund requests. Ms. Hampe seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Mr. Gates voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The Board approved the FY22 Trust and Gift Funds Request.

Restoration of Library Services

Ms. Nicolay discussed the Town's revised mask mandate. All library staff and visitors are required to use a face mask in the building as of August 9. Ms. Nicolay shared information on Reopening Meeting Room, room capacity guidelines, and other issues regarding Restoration of Services.

Open Meeting Law Requirements

Ms. Nicolay discussed the Memorandum regarding Open Meeting Law Requirements and Remote Participation Post State of Emergency. The Board discussed preferences to continue remote meeting or returning to meeting in person. The Board agreed to continue to meet remotely and will revisit meeting in person in the future.

Strategic Plan Update

Ms. Nicolay reported that 874 community members responded to the public survey, far exceeding Library Strategies' expectations. Ms. Nicolay reported on identifying key stakeholders for interviews and focus groups.

Director's Report

Ms. Nicolay shared staffing changes. Librarian Ellen Wendruff is retiring. Librarian Intern Nina Rabkina has accepted a part-time position with the Winchester library. Ms. Nicolay discussed the website revision project, and the "Go Outdoors" art installation, and creating new options for book displays in the elevator lobby, summer reading across departments, and other issues.

Foundation Liaison Update

Ms. Calvin reported on the Foundation meeting in June. The ALF board welcomed a new member with significant fundraising experience.

Friends Liaison Updates

Ms. Radochia reported on the June Friends meeting. Ms. Radochia shared that the Friends held another pop up book sale and donated some unsold materials to the Prison Book Project. The Friends are preparing a full calendar of programs for FY22. There was no notice of a Friends of Fox meeting.

Communications and Announcements

There were no communications or announcements.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: September 21, 2021

Adjournment (vote)

SQ seconded, AD, KF, AH, SQ, JR, JG. 9:04

Materials Distributed:

- August 10, 2021 Meeting Agenda
- June 8, 2021 Meeting Minutes
- FY22 Trust and Gift Funds Request with Russell Fund Budget Request, Plugged in Request, will Russell Fund FY21 Final Report
- Reopening Meeting Room/Resuming In-person Programming
- Memorandum: *Update* Open Meeting Law Requirements and Remote Participation Post-State of Emergency
- Library Director's Report, Summer 2021 with Circulation Report