

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
OCTOBER 11, 2022
MINUTES

Conducted by Remote Participation

Call to Order

Chair Stephen Quinlan called the meeting to order at 7:19 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, Amy Hampe, and Joyce Radochia. Also in attendance was Anna Litten, library director. Trustee Kathy Fennelly was not in attendance. Mr. Quinlan 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 September Meeting Minutes (vote)

Mr. Delmolino moved to approve the September 13 Meeting Minutes. Mr. Quinlan seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Ms. Radochia voted aye. The Board approved the minutes.

Approval of the Holiday Schedule (vote)

Mr. Delmolino moved to approve the Holiday Schedule. Ms. Hampe seconded the motion. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Gates voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The Board approved the minutes.

Bulletin Board and Information Policy (vote)

Ms. Litten presented a proposed Bulletin Board and Information Policy. The Board discussed legal obligations around posting material. Ms. Litten will simplify the policy and confer with town counsel to make consistent with municipal policy.

Challenges to Library Materials and Services

Ms. Litten discussed the forms and process for challenging library materials and services and the necessity to prepare policies that would support library goals if any conflicts arose. Ms. Litten will attend a conference relating to such issues and may propose proactive policies in future meetings.

Reimagining Our Libraries Update

Ms. Litten intends to provide updated information regarding the Reimagining Our Libraries project including ADA accessibility for the Fox Library and incremental projects, including play-based learning spaces at Robbins. Ms. Litten will come back to the Board in December/January with an update to the vision first published in 2018.

Advocacy for Capital Projects

The Board discussed advocacy steps for the libraries, particularly as they relate to long term building plans. Opportunities for Board members to advocate will be discussed in future meetings.

Annual Financial Report to MBLC

Ms. Litten presented the annual Financial Report submitted to the MBLC. The MBLC sets forth requirements and standards that libraries must meet to receive State Aid including. Libraries must meet the Municipal Appropriation Requirement, meet the Minimum Standards of Free Public Library Service, and submit annual reports and forms to show compliance.

FY24 Budget

Ms. Litten presented an overview of personnel, operating, and capital budget requests for FY24. Ms Litten will soon begin discussions regarding the FY24 budget with the Town.

FY23 Action Plan

Ms. Litten discussed the draft FY23 Action. The Board discussed using the FY23 Action Plan for advocacy and accountability purposes.

Director's Report

Ms. Litten presented the Director's report including hiring for open library positions and the hiring of a new assistant director.

Foundation Liaison Update

Ms. Litten attended the September ALF meeting as well as the donor recognition meeting. The ALF board discussed plans for donor recognition.

Friends Liaison Updates

Ms. Radoccia attended the recent meeting of the Friends of Robbins and presented an update regarding upcoming activities and the Town Day book sale. The Friends are pursuing a contract

with a new beekeeper who hopes to add educational components to the Robbins Library beehives. There was no report from the Friends of Fox.

Communications and Announcements

Ms. Litten discussed upcoming presentations offered by MBLC. Ms. Hampe discussed the poet laureate committee and applications process.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: November 8

Adjournment

Ms. Hampe moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The meeting adjourned at 9:05 p.m.

Materials Distributed:

- October 11, 2022 Meeting Agenda
- September 13, 2022 Meeting Minutes
- Revised Proposed Library Staff Holiday, 2023
- Proposed Bulletin Boards and Information Tables Policy
- 2023 MA Financial Report to MBLC
- 7 Year Budget and MAR Review
- Library Director's September 2022, report with Circulation Report