

## *Jacob Edwards Library*

### **Minutes of June 26, 2018**

The Library Trustee meeting of June 26, 2018 began at 12:03 PM. Present at the meeting were Trustees Mel Blake, Robin Weber, Maureen Gullekson, Beth Cournoyer, Jessica Jimenez, Gary Bridgman, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

The minutes of the May 2018 meeting were read. Beth Cournoyer motioned to approve the minutes, Robin Weber seconded. So voted.

Financial Report - There was no financial report at this time.

Chairman's Report- Dick Whitney discussed the possibility of a bequest to the Library from a past Southbridge resident. Robin Weber suggested hosting an estate planning seminar to others who might wish to donate to the Library. Gary Bridgman will send Margaret Morrissey a letter with an example of the exact wording that should be included in a Last Will and Testament for Library donations.

Old Business - Dick Whitney spoke again with Christine Tieri from ideaagency to follow-up on her presentation from the March meeting. Ms. Tieri provided Dick with an estimate of \$6,000 for branding/marketing. Robin Weber asked Margaret Morrissey for a list of the types of brochures the Library needs. Margaret discussed the need for brochures with less words and uniform fonts and logos. Maureen Gullekson questioned whether the vendor provided a sufficiently customized product. Gary Bridgman questioned using funds for the marketing project.

Director's Report- Margaret Morrissey distributed her report to the Trustees and discussed upcoming programs and events. The DPW hung the Theodore Harrington portrait in the Reading Room. Margaret discussed the Bicycle Loan Policy. Gary Bridgman would like to add to the Bicycle Loan Policy that the Library has the right not to lend a bicycle to someone if there are safety concerns. Mel Blake motioned and Jessica Jimenez seconded to approve the Bicycle Loan Policy with this adjustment. So voted. Jessica questioned how to collect money from someone if they damage the bicycle. Maureen Gullekson would like Margaret to add a bicycle report to her monthly Director's Report.

Collection Development Policy review - Margaret Morrissey will provide a revised Collection Development Policy to the Trustees in a few months.

Maureen Gullekson made a motion to adjourn, Gary Bridgman seconded. So voted. The meeting ended at 1:05 PM. The next meeting will be held on July 24, 2018 at 12:00 PM.