

Jacob Edwards Library

Minutes of February 27, 2018

The Library Trustee meeting of February 27, 2018 began at 12:05 p.m. Present at the meeting was a quorum made up of Trustees Beth Cournoyer, Robin Weber, Gary Bridgman (acting as recording Secretary), and Mary Ellen Blake. Library Director Margaret Morrissey was present.

Robin Weber assumed the chair position in the absence of Richard Whitney,

The Minutes from December 19, 2017 were distributed and read. Beth Cournoyer made a motion to accept the Minutes which was seconded by Mary Ellen Blake, and carried.

Financial Report - Gary Bridgman had no financial report to present for this meeting.

Long Range Plan - Margaret Morrissey presented three particular aspects of the long range plan: First, she described the work that she and the staff were undertaking to develop the Collection Development Policy. The undertaking should take one to two years to inventory and disclose to the public all materials of the library that are available to the public. In the process of the development of the policy, the Library Director is answering the questions: 1) what is available in the library and 2) what should be there.

Second, Margaret described a promotion campaign proposed given to her by the Idea Agency. Idea Agency quoted approximately \$6,000 to development a "brand" for the Jacob Edwards Library. Margaret indicated that she would invite the company to the next Trustee meeting to describe the work it would do.

Third, Margaret discussed the updating of the library's website, proposing that the same or similar media content be persevered, but the coding be updated.

Chairman's Report – Richard Whitney was not present to present a report.

Director Report – Margaret passed around an updated draft of the meeting room policy. The update was with regards to food that may be brought into the meeting room from outside sources. The reason for the change is require that the policy is in line with the Town of Southbridge requirements regarding food handling. The matter was continued to the next meeting.

Margaret briefly discussed the upcoming 2018-2019 budget and indicated that it included an assumed \$40,000 donation from Trustees to the Town of Southbridge. A discussion followed regarding expenditures by the Trustees.

Margaret disclosed a letter from Hitchcock Free Academy in which the Academy sought to use the Globe Village image in its website. She noted that the Trustees have given permission in the past to other non-profit organizations, Old Sturbridge Village in particular.

Margaret briefly discussed Safety and Security and some of the recent safety issues in the library.

The meeting adjourned at 1:04 p.m. with a Motion to adjourn by Mary Ellen Blake which was seconded by Beth Cournoyer.