

Jacob Edwards Library

Minutes of January 2023

Robin Weber called the Library Trustee meeting of January 24, 2023 to order at 12:02 PM. Present at the meeting were Trustees Gary Bridgman, Beth Cournoyer, Robin Weber, Bernadette Meade, Mel Blake and Library Director Margaret Morrissey. Tammie Darling was also present to record the minutes.

Beth Cournoyer motioned to approve the November 29, 2022 minutes. Mel Blake seconded. So voted.

Margaret provided a link to the Massachusetts Library System Library Guide which has comprehensive information on strategic planning and examples of plans from other libraries.

The link to the Massachusetts Library System Lib Guide is:

<https://guides.masslibsystem.org/strategicplanning>

Financial Report – Gary Bridgman provided an updated account balance of the endowment account and discussed the account's performance during the year. Margaret discussed various capital projects including the painting of the ceilings and the installation of copper gutters. Other capital projects include: fire panel/sprinkler system, two new rooftop HVAC systems, electrical upgrades, building insulation, window casings, retaining wall repair, parking lot resurface, new telephone system, parking lot lights and EV charging stations. Robin Weber suggested that Margaret have a discussion with Karen Harnois regarding procurement. A discussion regarding an additional contribution to survey the entire library area instead of just the chess park area took place. The additional cost is approximately \$2,000 above the approved amount which was approximately \$3,000. Gary Bridgman suggested that the Trustees defer this issue until the next meeting, at which time actual quotes can be presented to the Trustees for both the surveying of the entire library area and the chess park area.

Bernadette Meade motioned to approve \$45,000 contribution to the Library for FY '24. Beth Cournoyer seconded. So voted.

Chair Remarks – Robin announced that Beth Cournoyer will be resigning as Library Trustee on 3/31/2023. Also, Robin Weber announced that she will be resigning on 6/30/2023. Robin distributed a worksheet of recommendations for Objective 2 and 3 of the Long Range Plan and asked the Trustees to complete the worksheet and return it to her for the next meeting.

Director's Report – Margaret discussed various repairs/maintenance that have been completed at the Library and various programs that have taken place. Margaret also provided updates on state aid award of \$26,824.38 and tax preparation assistance.

Bernadette Meade motioned to approve the Hot Spot Lending Policy. Mel Blake seconded. So voted.

Bernadette Meade motioned to approve the Collection Development Policy, Mel Blake seconded. So voted. Gary Bridgman did not agree with the portion of the policy that states that only Southbridge residents are allowed to submit a request to withdraw materials.

Mel Blake motioned to adjourn the meeting at 1:10 PM, Gary Bridgman seconded. So voted. The next meeting will be held on February 28, 2023 at 12:00 PM.