

Board of Library Trustees Minutes

August 17, 2021

Via Zoom Call

Meeting was called to order at 7:02 P.M. Roll call was taken, minutes of July meeting were not reviewed. July and August minutes will be reviewed at the September meeting.

Present: Chair Bonnie Mitchell; Trustees: Carolyn Bell, Claire Goss, Linda Weene; Library Director Meena Jain; Children's Librarian Lois McAuliffe; Guest Debra Griffin

Warrant process: Meena typically needs three Board member signatures in order to submit warrants. Meena was informed by the Town Accountant that we may continue as we have, or we can designate one person to sign the bills and report back to the Board what warrants have been signed. We will address at next meeting, after Kab is filled in.

Policy review: Claire and Linda are helping review, update, and create APL policies with Meena. When they are all ready for review they will be shared with the Board.

Action Plan update: Meena has drafted it and asks for any feedback. Send comments directly to Meena, it is due 9/1/21.

Directors Report

FY22 Budget is going well. FY21 budget had 8 cents left!

Staffing: Meena would like to hire Clara and Olivia Werkema to share the 5 hour/week page job. Board approved the hiring of Clara and Olivia Werkema, increasing salary to \$12/hour. Meena feels \$9/hour (previous pay) is not enough. \$15/hour is the goal, we are starting now with \$12.

Erin Early cannot continue evening hours. Meena will look for evening library assistant, 16 hours/week. Current position make \$17.21/hour.

Masking: The new town masking mandate is in place at the library. If people refuse to wear a mask, staff have been directed to stay 6 feet away. Meena plans to continue with fall programming and will see how attendance is for the first few events. The meeting room is still not open. The Board supports the guideline that the meeting rooms will stay closed to protect the safety of the staff. A group of Ashland Police Officers used one meeting room and did not wear masks, which directly contradicts the town mandate.

Facility update: Cameras are installed. Mold remediation is complete. Meena received a quote for repairs to the roof, sidewalk, and door. We will have \$100,000 left in the facilities account after these purchases. That does not include the lighting that needs to be installed—which may mean approximately \$40-60,000 left in the facilities account.

Strategic Plan: Meena has eight volunteers for the committee so far. She will have two meetings, no more than 90 minutes, all virtual.

ARIS Report: numbers are good. Of course, people through the door will be low due to COVID. Bonnie signed the report and it will be submitted tomorrow.

Middlesex Savings Bank: APL photo to be featured in their 2022 wall calendar, which 25,000 people receive.

Library card signup month is September, APL will have a table at the Ashland Farmer's Market on 9/25. We will decide at next Trustee meetings who can rotate in and take turns sitting at the table.

Donor account from Friends: Accounts exist with specific donor names on them, so only those donors can approve spending. That money is meant to improve the library. Carolyn will meet with the Friends Treasurer to track down original donors.

Children's report: Frisbee dogs program was the most popular of the summer, 170 attended. Children's room is busy again! Families have selected time slots to come in and pick up book prizes from the Summer Reading Program (SRP). Lois will have final SRP numbers at the next meeting. Teens and Adults will be getting gift cards to mini golf at Putts and More. Murphy's donated prizes for the scavenger hunt and is donating a small ice cream with one topping to each reader as an end-of-summer prize. Out of gratitude, Lois will ask Betsy if the Friends can give Murphy's a sign to hang, such as "Proud Sponsor of the Ashland Public Library".

Teen Report: Raffle prizes are being distributed for Summer Reading. Holly has been working on a "Welcome" document that covers all the details of the library, which could be used on the Farmer's Market table next month.

Community Participation: Debra Griffin explained she is attending meetings to observe. She asked that the Board please continue to support racial, disability, LBGTQIA, and social justice issues at the library.

The meeting was adjourned at 8:02pm. The next Board meeting is September 22, 2021.

Respectfully submitted,

Claire Goss

Secretary