

## Meeting Minutes By Chairman Terrence Yunits

### Minutes of Meeting

June 17, 2021

#### In Attendance

Terrence Yunits, Chairperson

Amy Mills, Treasurer

Donald Colon, Director

#### Absent:

Rhea Bisgounis, Secretary

Terrence motioned to begin the meeting at 6:00 PM. Amy seconds. All in favor.

Motion to approve the previous meeting minutes with small corrections. Terrence motioned. Amy seconds. All in favor.

#### **Director's Report**

Slight decrease in circulation. Less people in the building, though the individuals are doing more per checkout, just not enough to balance out the decrease.

Computer use will have counts in the circulation statistics going forward.

Overdrive purchased Xinio and Canopy. Canopy a service we could look into in the future, but no plans at this time. Award winning films / documentaries service.

Book Drive hosted Saturday. Successful.

Trustee board signed off on MOA union contract.

#### **Tech Librarian**

Tracy Tolf's report.

Former tech left a bit of a broken system with no documentation behind that the library is dealing with. Computers set as unavailable until 11 AM even if the building is open at 9. Website issues too, hosting server needed to be called when it's loading slow.

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Couldn't update those PCs because of faulty setup. Removed software to update manually. Unknown passwords and customization key.

The inhouse server we have may be more tech and trouble than we need.

Discussed potential of trustees having email accounts connected to the library.

More transparent trustees.

### **Youth Services Librarian**

Hosted 4 programs.

Hosted South Shore Book Buzz, which 9 joined and 90 viewed.

Mike Bendt to perform magic show. 400 dollar cost for a 45 minute program.

Discussed end of Summer Reading ice cream event potential (August 20<sup>th</sup>). Fees associated with ice cream truck folks. Potentially just buy ice cream to stock in the freezer.

Goal to reach 30,000 minutes read collectively.

No required Summer Reading this year. Usage potentially down from that.

1000 Books before Kindergarten discussed. Potential for logging those books and other programs the library has hosted in the past to the checkout system inquired about.

### **Financial / Building**

State aid not included in the report yet. No changes yet to state aid or general fund.

Money from utility expenses not used because of Covid will be returned to the general fund.

Spending on books and materials discussed. Overdrive digital.

Discussed other potential things to spend on (Makespace Lab, 3D Doodler)

Greg, engineer, recommends grout injections. 2700 for labor and one bucket of grout. Each 5 gallon bucket after 700 dollars. Future visits would be 1000 dollars for labor and one bucket. All day project.

Paperwork made end of May for the state inspection. Inspection July 1. Pit bone dry lately.

Terrence made a motion to accept the proposed grout injections. Amy seconded. All in favor.

Discussed fencing issue. Capital improvement wouldn't cover expense amount.

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We had an issue where a town volunteer had an idea of chopping down the fence. Stopped that idea. If no fence, too many cutthroughs would happen.

Idea if we had an expansion to the library to name the space after a company / investor that funds it. Something to explore in the future.

Financials in good shape. Year isn't officially closed until the treasurer's office wraps up financials.

Discussed full restoration of library service.

Terrence motioned to return to regular service with no restrictions. Amy seconded.

### **New Business**

Discussed Mass Board of Library's Care Money opportunity.

Mobile hotspot program that refunds and covers the monthly service fees applied for. The multiple hotspots can be used to allow patrons who normally couldn't attend a program attend virtually.

Terrence motioned and Amy seconded for library director Donald Colon to attend an anti racist professional development opportunity. 6 hour program with 225 dollar cost. All in favor.

Reference position offered to Sue Anne Tom. Has an archival background. Starts July 6<sup>th</sup>. 3 month probationary period. 19 hour position.

Discussed Summer Reading signups and whether virtual summer reading is good for our patrons (may be more difficult for patrons).

Plans for programs, including Puppets, dragon eggs, and Monty Python Trivia night.

Book Clubs and Book Talks planned. Donald to head the Book Talks, new hire Sue Anne to head Book Club.

Puppet story hour free. Videos hosted.

Summer reading causing a hit to library usage.

Donald attending meetings as OCLN member president. Good to get a handle on what other libraries are dealing with and potential ideas for OCLN. Executive board meetings run out of library to represent OCLN.

Members council eBoard of OCLN. A lot of ideas from a lot of different directors across the network, what works and what doesn't.

Meeting adjourned on Terrence's motion at 8:22 PM. Amy seconding. All in favor.