

**Medway Library Board of Trustees**  
**Final Meeting Minutes**  
**January 5, 2021 7:00 PM via Zoom**

**Members Present (virtually):** Susan Alessandri, Chair, Lisa Sheehan, Julie MacEvoy, John Scott Smith

**Members Absent:** Trudi Stefan

**Others Present (virtually):** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Chair Susan Alessandri called the meeting to order at 7:10 PM.*

### **Approval of Agenda**

In a motion made by Julie, seconded by Lisa, the Library Board of Trustees unanimously approved the Agenda for the January 5, 2021 meeting.

### **Approval of Minutes**

On a motion made by Susan, seconded by Lisa, the Library Board of Trustees voted unanimously to approve the October 6, 2020 minutes.

On a motion made by Susan, seconded by Lisa, the Library Board of Trustees voted unanimously to approve the December 1, 2020 minutes.

### **Citizens Speak**

Margaret mentioned a senior volunteer did not understand why Library was closed. She spoke to Margaret and did not mention her concerns. Margaret stated three libraries in Minuteman have even shut down curbside due to not having enough staff in the building. Cambridge, Dover and Lexington. Holliston was first to open but now closed to the public.

Medway staff knows how important curbside is to the Town. Margaret stated today was very busy. Susan has not heard of any complaints.

Julie mentioned a community member wondering about the possibility of an outdoor seed garden / exchange in the Spring. Margaret stated last year was the 3<sup>rd</sup> year doing a seed exchange. She continued that they have a card catalogue to hold the seeds and that they go quick. Margaret stated it is a possibility for the Spring. The seeds can be put into small envelopes for people to grab and go.

### **Medway Marches sign placement**

Medway Marches asked to place a sign on the door/window of the library. Susan asked if we should vote if signage is allowed. Trustees decided against posting signage, other than library info. John rationale was the library wanted to avoid being involved in any type political movement. John said we can vote to change our position, but we avoid controversy not posting political signage. Margaret mentioned next door, there is a sign close to the Library. John stated he was open to discussion, but it is best to avoid controversy. Margaret stated she does not believe it is in the policy.

Members discussed their opinions on signage. New committee DEI accepting applications through the middle of January. Board of Selectman selects members. See where improvements can be made within the Town. Designed to ensure equity of diversion within the Town.

On a Motion made by Susan, seconded by Julie, the Library Board of Trustees voted to approve signage on a case by case basis.

### **Long Range Plan update**

Margaret stated this needs to be updated every 5 years. Expired several months ago. Suggests all Trustees read it on the website. Options are to run a focus group, survey, or hire a strategic planner. Margaret stated the focus group in the past went well. Susan suggested reading the plan for next months meeting. John asked Margaret to share the link.

Margaret stated the data that went into the plan mainly came from focus groups. The status of the objectives needs to be updated to see what has been completed. This needs to be completed by Next Fall in order to be eligible for certain grants.

### **Review Incident Reports**

None to report.

### **Budget Report**

Margaret distributed the Budget Report via email.

### **Director's Report**

Margaret distributed the Director's Report via email.

Margaret stated there are a few programs coming up this month. One involving Holliston Library. John asked how people attend – Zoom. Do you pre-register? Margaret stated on Event Keeper on the Library website.

Trustees discussed possible new ideas. Clickable displays that links to books in that genre. Book display by the front door includes new books. Allow customers to check out laptops for up to a week. Currently on a waiting list for hot spots. Book vending machine / Red Box

On a motion made by John the Library Board of Trustees voted to adjourn at 8:10 PM.

**Next Meeting: February 2, 2021**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

