

Medway Library Board of Trustees

Final Meeting Minutes

January 4, 2022 7:00 PM

Zoom

Members Present (virtually): John Scott Smith, Chair, Julie MacEvoy, Lisa Sheehan, Trudi Stefan

Members Absent (virtually): Susan Alessandri

Others Present (virtually): Margaret Perkins, Library Director

Chair John called the meeting to order at 7:09 PM.

Approval of Agenda

On a motion made by Julie, seconded by Lisa, the Library Board of Trustees voted to approve the Agenda of January 4, 2022.

Approval of Minutes

On a motion made by John, seconded by Julie, the Library Board of Trustees voted to approve the Minutes of November 2, 2021.

On a motion made by John, seconded by Lisa, the Library Board of Trustees voted to approve the Minutes of December 7, 2021.

Citizens Speak

Margaret mentioned a citizen asked to up the number of Hoopla during the month. Margaret adjusted it to ten.

New Business

Review other ListServ Options

John is questioning if a Listserv is even necessary or if there is another means that is acceptable to use. Listserv makes certain that any can post to it.

Review policy on events held at the library

Trustees questioned what policy the library has in place regarding programs at the library that are not necessarily sponsored by the library. Universal statement that any speech is allowed at the library and available to the public. Margaret researched this and stated that the library doesn't imply endorsements and allows freedom of speech. Margaret stated

most library events are posted on the library's website. Library sponsored events/ public space events. Margaret stated there are some events that the staff do not support. Lisa has never looked at the website when it came to this topic. She asked if the event calendar shows rented rooms– these are events that the Medway Library is hosting. Lisa believes this is sufficient. Lisa asked if the library has a policy to utilize the rooms. She asked if they charge a fee to use the rooms. Margaret confirmed there is a \$25 fee unless it is a non-profit.

Margaret mentioned there is a separate meeting room policy as well as a separate programming policy. Wilmington lists general criteria of what the Library Director would look at for programming. Lisa stated we do not want to censor anyone and do not want to police people who want to use our room. John agreed and mentioned active movements going on right now of groups policing what books are inside the local libraries.

Trudi joined the meeting at 7:31.

Lisa suggested a policy for meeting rooms and a policy that explains the library's programming. The responsibility lies with the Library Director.

Trustees reviewed the below verbiage to possibly develop something similar:

Ultimate responsibility for programming rests with the Library Director, who in turn, delegates program management responsibility to the Assistant Library Director, the Adult Services Librarian, the Youth Services Librarian, and other designated staff.

In developing and delivering programs, the library staff utilizes staff expertise, collections, equipment, and facilities. The following criteria are used in making decisions about program topics, speakers, and accompanying resources.

- Community needs and interests
- Budget and cost of program
- Space required for program
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time

Three separate concerns: Library programs, meeting rooms, and event calendar. Next meeting work on putting together wording for meeting room policy. Trustees will review other library policies and take notes for the next meeting.

Review library gift acceptance policy

Table until next meeting.

Consideration of hiring a strategic planning consultant

John asked what further input Margaret needs from the Trustees. Margaret has a recommendation. Margaret spoke to Lunenburg; they were very happy with her as well as her ability to run the focus group. Margaret suggested it was not a good idea to have

the director running focus groups as patrons will be hesitant to express their true feelings. John asked which portion of the budget this would come out of, state aid or memorial donations. John asked if we should put together a contract for work up to X amount of funds. Julie asked for the breakdown of the time spent to see how much time would be spent on this project. Julie suggested focus groups on Zoom might bring more participation. The consultant would provide a written summary after the focus groups.

Trustees asked Margaret to request the three tiers of project from the consultant – possibly have it ready for the next meeting or March meeting.

Establish a Collection Development Policy

Table until next meeting.

Old Business

None to report.

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.

On a motion made by Lisa, seconded by Julie, the Library Board of Trustees voted to adjourn the meeting at 8:29 PM.

Next Meeting: February 1, 2022

Respectfully submitted,

Katherine Mitchell, Recording Secretary

