

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**October 5, 2021 7:00 PM**

**Zoom**

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

**Members Absent (virtually):** Trudi Stefan

**Others Present (virtually):** Margaret Perkins, Library Director

*Chair John called the meeting to order at 7:03 PM.*

### **Approval of Agenda**

*On a motion made by Susan, seconded by Julie, the Library Board of Trustees voted to approve the Agenda of October 5, 2021.*

### **Approval of Minutes**

*Defer approval of September meeting minutes until November meeting.*

### **Citizens Speak**

Nothing to report.

### **New Business**

#### **Update on Level of Library update and discussion**

Margaret stated they are postponing the children's program until Spring. Toddler Jam and Story Hour are being held outside. Head start group is due to meet once a month in the Library- should be able to maintain space and masks will be worn. Margaret stated all is going well at the Library, but they do have to remind patrons to put on their masks. She stated they are not receiving any complaints.

### **Long Range Plan**

John suggested trustees read the Long Range Plan and suggest any edits or make a motion to approve.

*On a motion made by Susan, seconded by Lisa, the Library Board of Trustees voted to approve the Long Range Plan for 2021-2025.*

Margaret noted an Action Plan is also needed for the immediate future. John questioned if we currently had one. Margaret stated she will look for the example. Most grants require both a Long Range Plan as well as the action plan.

John thanked trustees for their hard work and efforts on the Long Range Plan.

## **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 John, the Library Board of Trustees voted to adjourn the meeting at 7:28 PM.*

## **Next Meeting: November 2, 2021**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

