

**Medway Library Board of Trustees**

**Final Meeting Minutes**

**December 7, 2021 7:00 PM**

**Zoom**

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

**Members Absent (virtually):** Susan Alessandri

**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 Trudi, seconded by Trudi, the Library Board of Trustees voted to approve the Agenda of December 7, 2021.*

**Approval of Minutes**

*November 2, 2021 Minutes correction – Julie was not at the November Meeting.*

**Citizens Speak**

Nothing to report.

**New Business**

**Review other ListServ Options**

John is open to choosing a different group email option. John asked if anyone was aware of other options. He will research and bring to the next meeting.

**Review policy on events held at the library**

Table until next meeting.

**Review library gift acceptance policy**

Table until next meeting.

### **Consideration of hiring a strategic planning consultant**

Margaret mentioned Barbara Friedman was the consultant for the Town of Lunenburg's Library. She worked with three of the trustees as well as the director and met with them weekly for about 4 months. She ran the focus group meetings. She utilizes Survey Monkey to gather feedback with questions gathered by the trustees. She also develops a rough draft of the strategic plan. Margaret stated she charges \$75 an hour- totaling around \$2,500.

Margaret spoke to 2 people at MLS – some consultants charge upwards to 4,000 to 10,000. John questioned how much money in grants would the completion of the survey open us up to. Margaret stated the grants that were received in the past were about 25,000. John asked if they'd have to put in bids – Margaret stated if it's under 2,500, they will not need a purchase order. It depends on how it is billed. Margaret is bringing this up to see if the trustees agree they should hire a consultant. The consultant will be able to give the Library a better sense to how to advance the library and find out what the patrons are looking for. Julie is curious about the kind of information they can gather. Margaret suggested Julie review Lunenburg's strategic plan. Margaret is going to share Lunenburg's strategic plan with the trustees when she finds it.

### **Discuss moving to in-person meetings**

Select Board has requested in person meetings. John stated the state has authorized remote meetings until April or June 2022. John asked if the trustees still wanted to participate remotely due to COVID. Trustees agreed to remote meetings until winter is over. Trustees will revisit this at the March meeting.

### **Make certain that January meeting date works with our schedules**

John wanted to ensure the date of the next meeting would work for all trustees, January 4, 2022.

### **Old Business**

None to report.

### **Review Incident Reports**

None to report.

## **Budget Report**

Margaret distributed the Budget Report via email. Before the holidays, the Library is supposed to have their budget completed.

## **Director's Report**

Margaret distributed the Director's Report via email. Margaret stated they asked for two new circular lights. The light fixtures will be replaced entirely as the bulbs are burnt out and the bulbs can not be purchased. They are going to put an additional light outside in front of the Medway Public Library sign so it can be seen easier at night. They are also adding more lights in the Young Adult section.

## **Collection Development Policy**

Margaret stated some of the libraries in the elementary schools / middle schools have been getting backlash on the books available. It has prompted the Library to update the collection development policy. Children's librarian has been working on this. John believes this should be its own agenda item as it's an extensive policy and has been updated quite a bit. John will be adding this to the January agenda and asked Margaret to forward the previous policy so they can compare. Lisa asked if they have any resource to go by to familiarize themselves with this policy. Should be similar to other libraries.

*On a motion made by Lisa, seconded by Trudi, the Library Board of Trustees voted to adjourn the meeting at 8:00 PM.*

**Next Meeting: January 4, 2022**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

