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Board of Library Trustees
April 4, 2023 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:38pm by Chair Carol Hoffman. Present were: Trustees Peter T. Bowman, Paul J. Fahey, Carol B. Hoffman, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson, Assistant Director Diane Wall and Director Linda C.W. Gardener. Also attending were UBS financial advisors Dick Carlson, David Carlson, and Jillian Price.

City warrants and trustee invoices were approved for payment. The minutes from the January 10, 2023 meeting were approved.

A thank-you card from the staff was received into correspondence, with sincere appreciation from the staff conveyed by Diane Wall for the lovely Valentine's Day brunch.

Presentation from UBS:
Dick, David and Jillian updated necessary paperwork to reflect the current Board and officers. They gave a brief overview of their history with the Board, and announced that Dick will be retiring this year. Dick has guided the Trustees' investments for many years in good faith. David reviewed the current status of the UBS funds, and discussed his plan to invest the funds in such a way that they will be prepared for any upcoming expenses, including support of the library building project.

Director/Assistant Director's Report:
Budget – The FY2023 budget is reaching year-end. This year State Aid funds were spent on the art appraisal and beginning to digitize our local newspapers, which is a very exciting initiative.

Trust Funds – Quarterly Fund Summary will be complete for the third quarter shortly and will be provided to the Auditor's office as well as the Trustees. Trust fund spending to date is $45,458.69. The Nicholls Trust Fund CD matured. After some work with

Eastern Bank, they have sent the paperwork in to close the CD. A check will be forthcoming, and will be deposited at UBS.

Beebe Building – The Beebe remains stable. A leak discovered in the Friends' closet has been largely repaired. Floor mats will be purchased for the rolling office chairs, since they are rolling on asbestos tile and wearing the wax finish down.

Policies/Administration – Peter and Cathie's terms are renewed.

Programs – Staff are going full tilt with virtual programs, take and make crafts, book displays and book groups for all ages. It is finally feeling like spring and the Seed Library is being well utilized. National Library Week April 23rd to 29th is being celebrated with the theme, "There's More to the Story." Tuesday, April 25th is National Library Workers Day, a day to recognize the valuable contributions made by all library workers. We are inviting patrons to stop by the Library to check out the book displays, pick up a bookmark, and enter a free raffle sponsored by the Friends of the Library.

Staff Development – Linda Gardener registered for the MLA Conference this May in North Falmouth. The conference itself will be paid for through the City budget. The Trustees voted to fund the cost of a hotel room for the conference. Several staff members attended a challenging interactions training at City Hall recently. Youth Mental Health First Aid training was provided for the full staff through Health Dept. It was two half days, and quite intensive;

Friends – The Friends will be having a book sale in front of the building and by the playground on May 20th.

Renovation Report – The demolition of the 1960s addition is ongoing. There have been significant delays due to requirements surrounding the asbestos abatement process, and the discovery of additional asbestos.

Bank Signatures update: Both Eastern and Cambridge banks reported that their paperwork is now all up to date.

Trustee Bylaws Committee: Chair Hoffman appointed Cathie Mercier and Paul Fahey to form a committee to review the Trustee Bylaws.

Sarah E. Odlin Fund: The Trustees discussed the need for revised language for this restrictive trust fund. They requested that Director Gardener confirm the amount in the Trust and notify the Board.

Library Displays Policy: A new policy was reviewed and discussed by the Board. The policy addresses the ability of the library staff to display any books in the collections. Materials are purchased under the existing Collection Development Policy. Paul Fahey moved to approve the policy, seconded by Peter Bowman. All were in favor.

Other business:

The meeting was adjourned at 8:55pm.

The next meeting is scheduled for Tuesday, June 6, 2023. Following meetings will be held September 12, 2023, November 14, 2023 and January 9, 2024.

Respectfully submitted,

Peter T. Bowman, Clerk