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By City Clerks Office at 7:55 am, Sep 12, 2025

Board of Library Trustees
November 14, 2024 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:31pm by Chair Paul Fahey. Present were: Trustees Peter T. Bowman, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson, Director Linda C.W. Gardener and Assistant Director Diane Wall. Absent was Carol B. Hoffman.

City warrants and trustee invoices were approved for payment. The minutes from the September 11, 2024 meeting were approved, as moved by Paul Fahey and seconded by Nancy Kukura. No correspondence was presented; Director Gardener noted that many communications that were previously sent by mail are now either sent by email or simply posted online by the Massachusetts Board of Library Commissioners (MBLC).

Director's Report:

Budget – The MBLC initial state aid payment of \$35,801.43 has been approved and should be received soon. Departmental budget meetings with the Mayor and CFO will begin soon for FY2026. Budgets are expected to be tight; Chair Fahey asked about anticipated impacts. Director Gardener indicated that appropriate staffing levels are a concern and would impact maximizing use of the new facility. The library will seek additional assistance from the Friends for non-staffing opportunities.

Trustee Business –Trust fund spending to date is \$21,975. The annual collection in October for the Dr. Mary Jo Nugent Trust Fund raised \$218.00. The first quarter trust fund report was submitted to the City CFO last month.

Beebe Building – The Beebe School location is now slated to become the future police station location. Initial surveys and studies have begun.

Renovation Report – The renovation completion is still projected for early 2025. The elevator is being installed and carpet and paint are being applied. The contractor is



working to mitigate sound from the now active heating units, which are generating a frustrating amount of noise for the neighbors. A permanent sound attenuation enclosure will be installed. The building project page on the library website will be updated soon.

Policies/Administration – Many policies will likely need to be revised or created as a result of the new space, resulting in more changes than usual over the next year. The Strategic Plan's FY2026 Action Plan is currently being crafted and will be submitted to the MBLC by December 1, 2024.

Programs – Virtual programs for adults continue to be offered in collaboration with other libraries; book groups both in person and virtual are still popular. Mild weather has allowed for outdoor teen and children's programming until very recently. Staff were at the Mayor's Senior Resource Fair recently. They registered several new patrons, and spoke to many people about the building project. Staff are looking forward to more flexibility in programming in the completed building.

Staffing & Staff Development – A new part time Reference Librarian, Sunyoung Park, has been hired to replace Pam Schofield. Staff are feeling the strain of being in the interim location for a year longer than anticipated. Linda Gardener recently attended a two day workshop with other City department heads.

Friends – The Friends had their annual meeting in October. New officers were elected. The new President developed serious medical issues and needed to resign; Vice President Christina Gagliano will assume the role of President for the remainder of the term.

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Revised Trustee Bylaws – A vote on the revised bylaws, as reviewed by Shannon Phillips, was tabled until January.

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Holiday Hours – Nancy Kukura made a motion, seconded by Cathie Mercier to enact the following holiday hours:

Tuesday, December 24, 2024 library to close at 1:00pm

Thursday, December 26, 2024 library to open at 1:00pm

Tuesday, December 31, 2024 library to close at 1:00pm

Thursday, January 2, 2025 library to open for regular hours, with 4 hours swing time given to benefitted staff.

The motion passed unanimously.

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Borrowers Circulation Policy – The policy was updated to accurately reflect procedure and new equipment. Approval was moved by Nancy and seconded by Cathie; the motion passed unanimously.

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Distribution, Posting and Collection of Materials Policy – The Board reviewed a new policy addressing distribution, posting and collection of materials at the library by members of the public. The policy had been reviewed by the City Solicitor. Mark Robinson moved to approve the policy, as seconded by Peter Bowman. The motion passed unanimously.

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2025 Schedule of Trustee Meetings – The Trustees reviewed the section of the bylaws addressing schedule of meetings and agreed that the meetings should be every other month, not each month. Meetings will continue to not be held in July and August, except such times as a special meeting is needed. The full schedule of meetings for 2025 will be voted on at the January 7, 2025 meeting.

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Other business – There was no other business.

The meeting was adjourned at 8:21pm.

Respectfully submitted,

Peter T. Bowman, Clerk

Approved January 7, 2025