

MINUTES: Tunbridge Library Trustee Regular Meeting
[Final Copy - approved at 6/14/21 Trustees meeting]

DATE: May 10, 2021 TIME: 7:10-8:07 PM

VIRTUAL: Link provided @ tunbridglibrary.org

In attendance: Mark Bomalaski, Theresa Fitzgerald, Anna Dechert, Anita Abbot, Mariah Lawrence, Marsha Higgins. Anna chaired the meeting.

Agenda:

Moment of silence for cherished community member Sue Barnaby. The group shared fond remembrances of Sue, with Mariah eloquently adding that Sue "spread the joy of literacy."

Community Input: None

Secretary Report- approve minutes from April 12, 2021- Minutes were approved and accepted. Draft Minutes from March 8th (deferred from April 12) had one correction to be made by Anita to give to Geoff Hansen to upload to the Library website. Once successfully uploaded, the minutes are approved.

Treasurer Report: Theresa reported that Mariah's time sheets no longer need a signature as she has set a weekly hour limit. Three signatures will still be needed for assistant librarian and custodial time sheets each month. The month of May payroll will overlap as the out-going director and current director were both paid. All time sheets and monthly warrant will be available in trustee Google drive for review. Theresa will check with the town treasurer to see if the bill from Brocklebank Plumbing has been paid. Many donations have come in for Sue Barnaby, with Elaine Howe and Catherine Freese generously offered to write thank you notes.

Librarian Report: With the backdrop of a Sharon baseball game her son helped win, Mariah gave her full attention, discussing her plans (we viewed her spreadsheet) for creating a Statistics/Monthly Goal Sheet. This will allow trustees to be aware of what events and happenings are transpiring at the library. It will also assist in future performance reviews. Meg Hopkins will assist in Summer

Reading program this summer, and a new job description will be devised for assistant librarian Marsha Higgins.

Old Business:

New director transition—questions, issues, concerns. Mariah reported things are going very well, library directorship is a learning curve, and that she keeps in touch with the former director.

Covid updates—issues regarding current appointment use, outdoor in-person programming, book sales, meeting room, contact tracing. With the assistance of Brenda Field, Mariah is doing a detailed square footage analysis per room of the library to stay within the State Guidelines of people allowed. Posters will be prominently displayed. Mariah is conferring with local librarians in Chelsea and Sharon as to their approach and policies. A motion to update the patron policy in line with these Guidelines, was accepted by all.

Energy audit and facilities updates—no additional information at this time regarding estimates for solar power, heat pumps, furnace and thermostats. Updates regarding building envelope—insulation, sealing, storm windows. Jean gave us a list of outdated appliances (the basement dehumidifier, e.g.), and some of her personal property that will be returned or disposed of, and a mention of thermostats to be discussed at a later date.

Follow-up regarding warrant and time-sheet signatures. (See Treasurer's report.)

\$1800 memorial fund-- update from Mariah based on conversations with Gary Mullen, and input from select board regarding use of funds; specifically, are there restrictions on how these funds can be used. Mariah spoke with selectboard member Gary Mullen, and was told that the monies were to be used for "something beautiful" outside of the library. Fencing along the street side has been discussed. The back of the library will be used for Sue's Outdoor Space with the assistance of Erin Barnaby, as well as community input.

Update regarding archiving hiring committee work with back up. Theresa added the TPL hiring folder to the Google Drive, and Mariah was given a hard copy.

New Business

Discuss upcoming board openings: The following trustees named expressed their desire to remain on the board. Anna and Theresa expressed an interest in being nominated to terms as noted below. Marsha Higgins will nominate trustees at the Town Meeting Day.

Library Trustee for a term of 3 years: (Anna Dechert)

Library Trustee for a term of 2 years:

Library Trustee for a term of 1 year:

Library Trustee for a term of 1 year: (Theresa Fitzgerald)

Discuss timeline for in-person, open door reopening of the library including issues such as masks and contact tracing. See Covid Updates under Old Business.

Additional funding may be available via Sue Barnaby memorial funds. Consideration for forming an outdoors committee for managing outdoor space. On May 11th, Mariah will attend the selectboard monthly meeting to present her thoughts. Motion to proceed and get the authorization to establish a committee was accepted and approved.

Discussed art coordinator position to fill Fern's vacancy: Marsha and Mariah will write up an ad with description of this position, and post on social media. Marsha stressed the need to have a person intimately involved with the local art community, preferably a locally known artist. Art events have been very good for the library in the past; great for community get-togethers, with beautiful art filling the library for 8 weeks, and fundraising, with 25% of the sales of artwork donated to the library. The old contract is available for use as a guideline.

A motion was made and approved to allocate unused fundraising budget funds(\$75) to purchase supplies for thank you notes for Sue's memorial donations.

Public comments: No public in attendance

Action Items:

Theresa: A list to Marsha of potential trustees; Mariah will update the new Covid guidelines of the TPL, and post protocol for open hours . She will also attend tomorrow night's Selectboard Meeting re: outdoor projects.

Mariah and Marsha will write up a description of the ArtSpace Coordinator.