

**THAYER MEMORIAL LIBRARY
TRUSTEES MEETING
November 10, 2021**

ROLL CALL

The meeting was called to order via Zoom at 6:31 p.m.

Present were

Emily Rose, Chair
Frank MacGrory, Vice-Chair
Frank Streeter, Secretary
David Spanagel, Trustee
Anne Ogilvie, Trustee
Ann Frantz, Trustee

Library Director Joe Mulé, ex officio
Assistant Director Rachel Rosengard, Recorder
FTML Chair Melissa Carlson

Susan Munyon, FTML Member

MINUTES [October]

Trustee MacGrory moved to accept the minutes from October 13, 2021, meeting; Trustee Spanagel seconded the motion. Minutes were accepted by unanimous vote. Chair Rose announced that the next Trustees meeting be held on December 8, 2021, via Zoom.

EXECUTIVE SESSION

The Board entered into Executive Session at 6:38 p.m. to discuss the contract with the Director.

RETURN TO GENERAL SESSION AT 6:51 P.M.

Director's Contract Vote

Trustee Frantz motioned to accept the 5-year contract between the Board of Trustees and the Director, seconded by Trustee Spanagel.

Emily Rose, Chair: Yea
Frank MacGrory: Yea
Frank Streeter: Yea
David Spanagel: Yea
Ann Frantz: Yea
Anne Ogilvie: Yea

CHAIR'S REPORT

Webinars from the Massachusetts Board of Library Commissioners [MBLC] are coming up, and Chair Rose encouraged everyone to sign up for at least one. She particularly mentioned an intercultural competency seminar provided by the Digital Commonwealth and disaster planning provided by the MBLC.

Chair Rose is working closely with Director Mulé on current building issues.

SUBCOMMITTEES

Advocacy and Fundraising Subcommittee

Trustee Spanagel reported that the subcommittee met on November 2, with eight attendees, including new Friends of the Thayer Memorial Library Chair, Melissa Carlson. He shared the subcommittee's approved October minutes, available in a SharePoint folder. The focus and sole topic of the October meeting was the Children's Room.

Trustee Spanagel reported a current balance for the windows project of \$7,750, with a recent donation of \$100.

Letters were sent to potential donors by Trustee Spanagel. Director Mulé recommended to Trustee Spanagel that the group to use the Town's street list to identify mid-tier donors.

There was extensive discussion about Julie Brummer's work on a possible PayPal link, which could go live in early December.

Strategic Planning

Trustee Ogilvie discussed and met with Director Mulé regarding a 3-5-year plan, which must be submitted to the MBLC by December 2022. Trustee Ogilvie is hoping for an in-person, all-day Board retreat in January but is not hopeful due to doubts concerning the pandemic.

Plan B is to have two shorter Zoom sessions with a consultant. Trustee Ogilvie stressed that it is vital for the Board and Staff to be well-connected and communicate well. She thinks perhaps a breakfast meeting or a Zoom session would be a good idea. Director Mulé has some contact information on facilitators/consultants for the meetings.

Chair Rose pointed out that we must be clear about the Library's and Trustees' goals are; to ask, "Why are we doing this?" She reminded everyone that she sent out an article about the current state of public libraries.

Trustee Ogilvie wanted to know how people feel about the timing of the Strategic Planning meetings. Trustee Spanagel asked for Zoom sessions to be 90 minutes or less, or longer with breaks. Chair Rose thinks there are creative ways to get people together. Trustee Spanagel feels that a joint meeting with Staff is essential. Trustee Ogilvie is looking for a reasonable commitment for meetings.

Trustee Ogilvie and Director Mulé are looking at vendors to lead a discussion. Director Mulé wonders if strategic planning work sessions must be an open meeting and if so, he feels the meeting should be in a public place. Secretary Streeter feels the meeting should be in-person because citizens who attend could be future Trustees.

DIRECTOR'S REPORT

Chair Rose inquired if there has been any pushback from the Town with hiring new staff. Director Mulé responded that there had not been any problem.

Chair Rose asked about American Disabilities Act issues. Director Mulé has met with Mike McCue from the Commission on Disability. The Library's van-accessible parking spot has been altered and painted. Chair Rose wanted to know if the short-term parking spots in the Library's front could also be painted to include "15-minute parking" onto the parking spots.

The parking signs in front of and behind the Library need to be replaced. Attention to detail is critical to meet compliance and satisfy the Commission on Disability.

Trustee Spanagel would like the Board to think about and prepare for educating a new Town Administrator regarding the importance and role of our Library. Director Mulé replied that he has asked to be a part of the hiring process and that he feels a Trustee should perhaps also be involved. He reported that he and the current Town Administrator, Orlando Pacheco had a collegial and collaborative relationship. Chair Rose agreed that a good relationship with the Town Administrator is vital to the Library's success.

A capital budget request is coming up. Director Mulé is concerned with the \$800,000 estimated to replace the HVAC system. He asked Preservation Architect Lynne Spencer to recommend preferred engineers to draft a scope of work

Director Mulé reassured the Board that the new Assistant Director, Rachel Rosengard was doing a good job; her confidence and skill grew. He feels that he and Assistant Director Rosengard have a solid partnership.

Director Mulé and Chair Rose recently found out that our State Aid has been approved.

Shikarro Sampson Egan has been hired as the new Library Associate, based on the Assistant Director's and Youth Services Librarian's recommendation. Shikarro is being trained and closely supervised by Assistant Director Rosengard.

The back parking lot was cleared out of overgrowth. Director Mulé hopes that members of the Board will assist him in figuring out what to do with the cleared space, i.e., plantings. Chair Rose wondered aloud if there is a programming opportunity on native planting.

Lancaster resident and mechanical engineer Steve Hilliger is coming to the Library next week to look at the issues with the Children's Room ceiling and look for potential problems with the sprinkler system which may be leaking. Finish carpenter Dana Gray is coming to the Library on November 15 to examine the space above the ceiling and determine if flooring could be

installed. The plan is that after installation, workers can stand on this flooring to complete any repairs to the sprinkler rather than coming from below and cutting through the ceiling.

NEW BUSINESS

None.

ACTION ITEMS

Chair Rose thanked everyone for their continuing good work. Secretary Streeter reported that the Friends want to know if the old school building can be used for storage. However, the building would require a fire suppression system and so nothing can be done immediately.

ADJOURNMENT

There being no further business for the Board to consider, Vice-Chair MacGrory moved to adjourn, and Trustee Ogilvie seconded the motion, which was unanimously approved. Board adjourned at 7:44 p.m.

Respectfully submitted,

Frank Streeter
Secretary

Assistant Director, Rachel Rosengard
Recorder