

Thayer Memorial Library Trustees Meeting

July 22, 2021

Meeting held via Zoom videoconference

Roll Call

Present were:

Emily Rose, Chair
Frank MacGrory, Vice-Chair
Frank Streeter, Secretary
Ann Frantz
Anne Ogilvie
David Spanagel
Joe Mulé, Director, Ex Officio

Guests:

Susan Munyon, liaison from the Friends of the Thayer Memorial Library

The meeting was called to order over Zoom at 5:30 pm. Chair Rose called the roll of attendees and opened the meeting.

Past Minutes

After reviewing the minutes from the April meeting,

Secretary Streeter moved to accept the minutes; Member Spanagel seconded the motion, and the motion passed on a 5-0-1 vote. Member Frantz abstained, as she was not yet a Trustee at the time of the meeting.

An updated draft of the June minutes was not available and will be considered at the Board's September meeting.

Next Meeting

The next meeting of the Board of Trustees will be held on September 22 at 6:30 via Zoom. Director Mulé reported that the modification of the Open Meeting Law due to COVID that permits meetings to be held over Zoom has been extended until April. Chair Rose noted that the Board may need to meet in Executive Session to discuss Director Mulé's contract negotiations.

Chair's Report:

Chair Rose noted that Director Mulé automatically received an additional annual week of vacation as he has just passed his 20-year anniversary of working for the Town. Chair Rose discussed the process for renewing Director Mulé's contract. She anticipates that final drafts will be circulated in advance of September's meeting in preparation for an anticipated vote to approve the contract at that meeting.

Chair Rose brought up the issue of a retirement party for Special Collections Clerk Marcia Jakubowicz, who is retiring as of August 31, and Assistant Director Karen

Silverthorn, who will be retiring in early October. The thought is that an event should be held sometime in September and that the honorees should be solicited for suggestions.

Building Committee:

Director Mulé updated the Board on the status of the work on the windows in the Children's Room. He has no firm time estimate for the completion of the first window but suggested that it may be in early October. Director Mulé also discussed the process for selecting new storm windows. He reported that the work on the HVAC for the CVRD Special Collections Room is still in progress. He also mentioned his experience of being deposed in connection with litigation between insurance companies over liability for the damage to the rotunda caused by insulation contractors several years ago.

Outreach and Fundraising:

Member Spanagel reported on current fundraising efforts and results and noted that a total of 9 donors had contributed a total of more than \$4000. Susan Munyon, in her role as liaison from the Friends of the Thayer Memorial Library reported on the success of the Friends' June book sale. Member Spanagel reported that the Library had a successful summer concert series and thanked the Friends for their support.

Planning:

The Planning Committee will be meeting July 28 and had no other report.

Policy:

No formal updates. Director Mulé noted the challenges he is having in crafting a social media policy. The Board discussed some aspects of social media use involving the Library, including programming and comments sections. All content posted on the Internet is in the public sphere rather than just within the relatively restricted environment of the Library so there are different rules and challenges to be addressed. The Library is a governmental institution so there are also First Amendment issues to be considered.

Member Spanagel reviewed the process for considering and adopting new or revised policies. Director Mulé reminded the Board of the limits to staff time available for monitoring policies. Director Mulé discussed some issues the Library has been having with the online platform Discord. He noted that the Library is just beginning to use Twitter.

Director's Report:

Chair Rose asked about the Library's COVID policies in light of the changing situation. Secretary Streeter reported on a recent joint meeting of the Board of Health (BoH) and the Select Board he had just attended concerning vaccination and masking requirements. The Town is not adopting a formal position at this time. Director Mulé reported that the Library's mask request program ("please wear a mask") seems to be working.

Director Mulé announced a joint program with the West Boylston Library about COVID issues to be held over Zoom on Tuesday July 27 at 7 PM. The Board commended Director Mulé for pulling it together. Director Mulé noted that the Library had good

turnout for its Zoom programs and that outdoor events continue to be popular.

Chair Rose commended the Library's staff for their usual above and beyond service to the Library and to the public.

Director Mulé referred the Board to the data about the Library in his written report, which includes a variety of statistics comparing the Library to its peers. Director Mulé noted that this data would be very helpful for updating the Library's Strategic Plan.

In closing Director Mulé noted that current Assistant Director Karen Silverthorn was very skilled at getting grants, but the job of spending them wisely will fall to her successor.

New Business:

None.

Action Items:

Director Mulé will set up a Doodle poll for dates for Marcia and Karen's retirement party.

Member Spanagel reminded the Board to submit their contributions to the Friends for the windows project, and soon.

Adjournment:

There being no further business for the Board to consider,

Secretary Streeter moved to adjourn; Member Ogilvie seconded the motion, and the motion passed on a 6-0 vote.

The Board adjourned and the Zoom meeting ended at 6:38 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary

List of Documents:

Agenda
Chair's Report
Director's Report