

THAYER MEMORIAL LIBRARY

TRUSTEES MEETING

January 12, 2022

ROLL CALL

The meeting was called to order via Zoom at 6:34 p.m.

Present were

Emily Rose, Chair

Frank MacGrory, Vice-Chair

Frank Streeter, Secretary

Ann Frantz, Trustee

Anne Ogilvie, Trustee

David Spanagel, Trustee

Library Director Joe Mulé, ex officio

Assistant Director Rachel Rosengard, Recorder

After completing the Roll Call, Chair Rose moved to amend Meeting Agenda item 1. c. approving November Minutes. A motion was made by Secretary Streeter and seconded by Trustee Spanagel.

Vice-Chair MacGrory: Yea

Trustee Spanagel: Yea

Trustee Frantz: Yea

Trustee Ogilvie: Yea

Secretary Streeter: Yea

Chair Rose: Yea

The motion passed.

MINUTES [November]

Trustee Ogilvie moved to accept minutes from the November 10, 2021 meeting; Trustee Frantz seconded.

Vice-Chair MacGrory: Yea

Trustee Spanagel: Yea

Trustee Streeter: Yea  
Trustee Frantz: Yea  
Trustee Ogilvie: Yea  
Chair Rose: Yea

#### MINUTES [December]

If not present at the December meeting, Chair Rose asked if Secretary Streeter could submit the December 8, 2021 minutes. There was a discussion of what is stated in the Board's By-Laws. Secretary Streeter moved to accept the minutes from the December 8, 2021 meeting; Trustee Frantz seconded.

Vice-Chair MacGrory: Yea  
Trustee Spanagel: Yea  
Trustee Frantz: Yea  
Trustee Ogilvie: Yea  
Secretary Streeter: Abstain  
Chair Rose: Yea

Chairperson Rose announced that the next Trustees meeting will be held on February 9, 2022, via Zoom.

#### GUEST

The Board welcomed Peter Christoph at 6:56 p.m. Secretary Streeter moved to amend the Agenda so Mr. Christoph could discuss his plans for photographing the Trustees. Director Mulé reminded the Board that they could find details of his discussion with Mr. Christoph in his Director's Report. Mr. Christoph offered to photograph each Trustee, charging \$100. Printing and framing will be completed by another vendor. The Board discussed possible schedules for sittings for the photos. Mr. Christoph left the meeting at 7:12 p.m.

#### FY2023 BUDGETS

The Town Finance Committee will meet with representatives from the Library to discuss the Library's budget request. Director Mulé recommended that as many Trustees as possible attend the Finance Committee's January 18, 2022 meeting. He will post the meeting if necessary.

Director Mulé explained notable changes between the FY2022 appropriation and the FY2023 operating budget request. He said in FY2021 all pages were promoted and received raises. However the promotions occurred after Annual Town Meeting in May. This turn of events

resulted in an FY2022 budget that did not include the raises resulting from those promotions. The Library started FY2022 with a deficit unless the Town approves an amended FY2022 budget. This results in an FY2023 request with what appears to be a significant 5.71% increase in total wages.

Trustee Frantz asked for clarification on the \$450 Groundskeeping Supplies line item, and Director Mulé confirmed that the FY20220 Groundskeeping Supplies appropriation has not yet been expended.

Director Mulé updated the Library's capital appropriation request and will forward it to the Board. He would look for improvements to roof systems and assemblies including replacing gutters and installing snow pans in FY2023. He thinks the Library could wait on improvements to its masonry and HVAC until FY2024.

## DISCUSSION ON ZOOM PROCEDURES

Director Mulé updated the Board concerning recording Board meetings. He cited behavior he observed at other meetings that sometimes did not reflect well on all concerned and would not have been included in well-written minutes. The State Archivist does not require the retention of Zoom recordings after minutes are approved. Director Mulé recommended that they be deleted once the minutes of each meeting have been formally approved.

Secretary Streeter moved the following motion, and Trustee Spangel seconded:

The Municipal Records Retention Schedule does not require municipal Boards like the Library to save recordings of meetings after minutes are approved for those meetings. Therefore, the Library shall no longer keep Zoom recordings after meeting minutes are approved.

Trustee Ogilvie stated she had mixed feelings about the motion. She felt that with so many meetings in Town, some held concurrently, it is a service to allow citizens to view recorded meetings whenever they can't attend one. She also expressed concern that in her experience minutes from other Boards don't tell the whole story of what happened. She wondered if the Library would set a precedent that other Boards would follow.

Director Mulé mentioned that the issue is perhaps about the completeness of minutes required by law instead of keeping a recording of meetings. Secretary Streeter validated Trustee Ogilvie's concerns but reiterated that the minutes are the required legal record of the Board's meetings.

Secretary Streeter noted that minutes should include motions and deliberations that lead to a vote and other conversations related to the Library's business. He pointed out that if recordings aren't discarded, the Board must write a policy discussing recording retention procedure.

Trustee Spangel stated that he seconded the motion because Trustees would be reticent to have frank discussions on current matters when there is the potential for the longer-term legal discovery of anything they say at a meeting. The minutes are the place for any information that needs to be preserved for the longer term

Chair Rose stated that before the pandemic, the Board did not have Zoom meetings; they started later. She continued, saying once we get out of the pandemic, the Board won't be participating in Zoom meetings and will no longer record meetings. She mentioned that she believed keeping recordings until minutes are approved was reasonable.

Trustee Frantz agreed with Chair Rose and stated there is no necessity to double up on what we are doing because of the technology introduced to the Board during a pandemic. It's not what we relied on over the years. The Board has relied on the minutes.

Trustee Ogilvie stated that she understands other Trustees' judgments on the matter and does not favor the motion.

Director Mulé asked Trustee Ogilvie if the Board would record meetings when they are in person. Trustee Ogilvie stated probably not. However, she worries overall about accessibility.

Chair Rose agreed that Zoom meetings during the pandemic were very effective for people to attend meetings they otherwise may not have. She validated the idea of new technologies improving communications.

Trustee Ogilvie mentioned that keeping recordings would be a public benefit for people who want to know what was discussed during the pandemic.

Secretary Streeter clarified that legally the minutes are the record. He cited as an example serving on another Town Board which would like to have their videos be the official record only to find that it's not permitted.

Trustee Frantz respectfully requested that the discussion conclude, and Secretary Streeter moved the question.

Chair Rose called for a vote

Vice-Chair MacGrory: Yea

Trustee Spanagel: Yea

Trustee Frantz: Yea

Trustee Ogilvie: Nay

Secretary Streeter: Yea

Chair Rose: Yea

The motion passed 5 to 1.

Chair Rose thanked everyone for a great discussion about an important issue to consider.

## CHAIR'S REPORT

The meeting with CSI Engineering regarding the HVAC has been postponed.

MLBC posted a library staff survey about accessibility, and Chair Rose inquired if Staff had taken the survey.

## SUBCOMMITTEE REPORT

### Advocacy and Fundraising

The Advocacy and Fundraising subcommittee met on January 4, 2022. Current donations total \$13,598.23, including an anonymous donation of \$5,000, which Trustee Spanagel noted is the most significant gift received.

The public fundraising phase is live on PayPal, and information is easily accessible via the Library website.

Trustee Frantz's article regarding fundraising was published in *The Item* on December 2021. Trustee Spanagel mailed 40 letters to potential, targeted donors. The subcommittee is next turning its attention to efforts on social media.

The subcommittee's next meeting is scheduled for January 25, 2022.

## DIRECTOR'S REPORT

Director Mulé did not have anything to add to his written report submitted to the Board. Some items from the Director's Report were already discussed and the Board did not have follow-up questions or comments.

## NEW BUSINESS

None.

## REVIEW OF ACTION ITEMS

Select dates to meet with Barbara Friedman and Peter Christoph.

Trustee Spanagel requested an item be added to the Board's February agenda: leadership and succession planning. Trustees Ogilvie and Secretary Streeter are up for reelection.

#### ADJOURNMENT

There being no further business, Vice-Chair MacGrory moved to adjourn, and Secretary Streeter seconded the unanimously approved motion. Board adjourned at 8:28 p.m.

Respectfully submitted,

Frank Streeter  
Secretary

Assistant Director Rachel Rosengard  
Recorder