

Thayer Memorial Library Trustees Meeting
April 14, 2021
Meeting held via Zoom videoconference

Roll Call

Present were:

Emily Rose, Chair
Frank Streeter, Secretary (present for a portion of the meeting)
Kate Engelhardt
Anne Ogilvie
David Spanagel
Joe Mulé, Director, Ex Officio

The meeting was called to order at 6:30 pm.

Chair Rose called the roll of attendees and opened the meeting.

Past Minutes:

Member Engelhardt made a motion to accept March 10, 2021 minutes; Member Spanagel seconded the motion, and the motion passed on a 4-0 vote. Member Streeter abstained.

Next Meeting

The next meeting of the Board of Trustees will be held Wednesday, May 12, 2021 at 6:30 PM. Due to COVID restrictions the Board's meetings will continue to be held over Zoom until further notice. The meeting will be held after the general election and it expected that the newly elected Trustee will join for that meeting.

Director Mulé acknowledged the service of Member Engelhardt, who was retiring from the Board of Trustees after this meeting. Director Mulé said that it had been a pleasure to work with Member Engelhardt, and thanked her especially for her attention to young people and the relationship she built with the Lancaster schools. Member Spanagel noted that he had been inspired to run for a second term just to accomplish as much as Member Engelhardt did in a single term. All Members wished Member Engelhardt well as she departs the Board.

Chair's Report

In the discussion of the director's review, Member Engelhardt expressed that it was challenging to provide numeric scores for the review when Trustees are not necessarily aware of the day-to-day operations and staffing issues of the Library, nor should they be. Chair Rose proposed that the Board could look into more training on the evaluation of library directors, particularly how to evaluate confidential areas such as staff supervision, hiring, etc.

Member Spanagel made a motion to accept the Director's Review and Member Streeter seconded the motion. Members Engelhardt, Ogilvie, Rose, Spanagel, and Streeter all voted yes.

Committee Reports

Members Rose and Spanagel reported that they had met with the architect to discuss the window restoration project, where it started, and where it is going. The plan is excellent, with detailed specs, and no changes without consulting the director. It was put out for bid and replies are expected mid-May. Some funds are available for the restoration, perhaps enough for one complete window. The restoration will be a good example to use in the upcoming fundraising campaign.

Member Spanagel reported that he had recently met with the Task Force (currently meeting every 3 weeks) and is still digesting the conversation. With the bidding process for the window restoration going forward, the fundraising efforts can be more focused. Nine people on the Task Force are motivated to be involved in the fundraising and they are exploring parallel strategies simultaneously to determine the best solution.

The current estimate for the entire window project is \$140K, the bidding process for the single window will provide more information. Board members can get copies of the report and specifications from Director Mulé. Director Mulé noted that there are up to \$15K funds available for a single window. He is prepared to ask the community for more if necessary, but might need to cover the costs through Town appropriations and wait and see what cost is once bids are received. Director Mulé noted that there were approximately \$1 million in capital needs for the Library, in various categories of urgency, and that the \$50K proposed allocation from the Town potentially leverages grant funds for some of this work.

Member Spanagel reported that three checks have already been delivered to Friends Treasurer Irene Roper for the quiet part of the fundraising campaign. Acting Secretary of the Friends Dick Belanger will send out acknowledgement letters for all gifts.

Member Ogilvie reported that the Strategic Planning Committee would be meeting next on April 22, 2021.

A draft of a Patron Behavior Policy was discussed. Member Engelhardt noted that while we don't want a long, limiting list, guidance is needed. Director Mulé noted that staff would like as much clarity in the policy as possible. He also explained that staff have been consulted in the development of the policy.

Director's Report:

There was some discussion about the new entry lock system and reasons for installing it. The new system has capacity for different zones, which will especially helpful for deliveries and for evening events. The digitization of the newspaper collection was discussed, creating a searchable archive. The recommendation was to start with the oldest papers. There was some discussion of potentially working with the Bigelow Public Library in Clinton to seek funds for this project going forward.

There was general agreement amongst the Board members to adopt the administrative calendar proposed by Director Mulé.

Action Items:

All Board Members to review Patron Behavior Policy and send changes or alternative language to Member Streeter. There will be a vote on the final policy at the next meeting.

Director Mulé will circulate revised Patron Behavior Policy to TML Staff and ask for their input before the next Board meeting.

Member Ogilvie will conduct an exit interview with Member Engelhardt.

Adjournment:

There being no further business for the Board to consider,

Member Spanagel moved to adjourn; Member Ogilvie seconded the motion, and the motion passed on a 4-0 vote.

The Board adjourned and the Zoom meeting ended at 8:27pm.

Respectfully Submitted,

Anne T. Ogilvie