

# Library Trustee Meeting Minutes

Tuesday, 3/4/25 on Zoom

## In Attendance:

Kerry Sullivan, Chairperson

Amy Mills, Treasurer

Susan Murray, Secretary

Katherine (Kate) Gomes, Library Director

Shane Indeglia, Assistant Director

1. Meeting minutes from 2/4/25, unanimously approved.
2. No citizens present.
3. Kate reviewed the program stats using the new Stat Spreadsheet.
  - We will be expanding our data collecting to better understand the population we serve!!
  - The new spreadsheet will help us better track our stats!! It is set up to gather data routinely asked for by ARIS and by Grants.
  - We are now recording website hits!! They are huge, with 23,289 hits since July 2024!! We are also tracking which pages have been viewed and how many times. This will help us in the future gauge how the community is using our website!!
  - The number of patrons visiting our library was over 20,000 between July – January of this year!!
  - We are beginning to track reference inquiries!!
  - We hope to organize the community craft cabinet by project which will allow us to track the items most used.
  - We hope to begin tracking supplies coming into and out of the necessity cabinet and tracking our seed library.
  - A Google Form has been created to allow for tracking things not in regular reports.
  - Our event attendance was excellent for the month of February!!
4. Shane updated us on his activities.
  - Went to an SLI Orientation where they gave an overview of the sustainable library initiative program and certification. He is looking into it more to see if it's feasible for our library.
  - Added a Google Form to the website for patrons to record their March Minute Madness reading data.
  - Received the PLA grant of \$5000!! We will be using it to purchase more laptops and prizes. Shane and Catherine have been working together to create more computer classes which are limited in size due to too few computers. We have class waiting lists!!
  - Continuing to work with OCLN ILS Task Force. Looking at workflow for other ILS systems. In July he will see demos of these new systems and participate in site visits.
  - Continuing to work on site gathering and collection ordering.
5. Kate reviewed the staff's activities.
  - Stephanie has been working on the Youth Collection. She is moving picture books into "neighborhoods". She is also planning events for April vacation and Summer.
  - Jason is cataloging endlessly!! Though he spends much of his time doing the same thing for the past few months, the Trustees have requested that Jason fill out the Staff Reports so we can hear straight from him what he's been doing.
  - Jess signed up four more people for her Books by Mail program as a result of the town wide mailer!!

- Catherine’s computer classes are very successful with wait lists!! There is a huge demand!! There are more classes on the schedule.
  - Patty applied for a grant from ARSL to make the garden better and more visible and accessible. She also received a \$2000 grant for a Juneteenth educational program on Frederick Douglas, completed her training from Mass Humanities on facilitating Community Dialogues, and continued to plan for the Summer Reading programs.
6. Kate updated us on her activities.
- Attended the OCLN Legislative Breakfast with Patty. They continue to watch for changes in Federal funding. As of yet there’s nothing to report.
  - Spent a lot of time in meetings with the union and Town Admin.
  - Kate attended the Capital Planning meeting with the Town Admin. They were told to work together and figure out what needs to be done. At a separate meeting with the Town Admin, it was decided that we will,
    - Still need to fix this library even if moving to a new space since we will be housed here for at least the next 5 years.
    - Have a structural engineer come in to examine the addition and find out what’s going on. (As of yet, we have been unable to find the contractor who completed the roof. The Town Accountant is now trying to figure that out.)
    - Plan a meeting with HVAC contractors (Already contacted!!).
  - Received a third quote on painting the building, so we can do that soon!!
  - The Finance Committee meeting went well!! Our budget remains as presented. They did ask if we were to receive our wish list, would we be all set? Kate said no due to the need for building improvements or a new building.
  - The Fund is pursuing grants for the ADA improvements to the library.
  - The Fund and the Friends are sponsoring an Open house on Saturday, March 29<sup>th</sup> from 10:30-12:00. The event is to bring awareness to the library building and the Fund.
  - Asked the Friends for \$1000 for summer programs and prizes.
  - Will be attending the ALA Annual meeting in Philadelphia in June. They will be holding a one-day all day intensive workshop on Library Construction Projects. Shane will also be going.
7. Kate asked Sue about the COA Building Committee. She is considering asking the Selectboard for a Library Building Committee. We discussed some of what the COA Building Committee has been doing. Kate asked that one of the Trustees volunteer to be on this committee. Kerry volunteered.
8. We discussed and approved the new Holbrook Public Library Privacy Policy.
- Much of the Library Privacy Policy is covered by the Mass General Laws. So, this policy is more about procedure.
  - Sue asked about the apparent difficulty of parents being able to see their child’s library card information. It turns out this is for non-custodial parents. All children that get a library card that are 12 and under have a “care of” on their card that would list their parent. That parent has complete access to their child’s card. In light of this, we adjusted the age of the child listed to 12 to coincide with this rule.
  - When it comes to non-custodial parents, there is a procedure to follow that’s discussed on their library card policy.
  - This policy was unanimously approved as amended.
9. We need a circulation policy. Kate has held off on this because OLCN is trying to make a consistent policy for all OLCN libraries. Currently its very confusing because each library has their own rules!!
10. We reviewed and approved the MOA between the Board of Trustees and the Union. The contract has been clarified and more specific than the previous. The union voted to ratify last week. It was unanimously approved.

11. We reviewed and approved Kate's contract. We adjusted the pay raises to be consistent with the union. The contract was unanimously approved as amended.
12. Kate updated us on proper procedures. We cannot vote by email.
13. Sue asked why Kate, Patty and Shane were shoveling after the icy storm we had. Turned out our custodian had injured himself at home and was unable to help. And the DPW was not available as they were awaiting their new Department Head.
14. Patty has been talking with the town about having a Block Party to celebrate the end of the summer!! It would involve the Library, Town Hall, Winthrop Congregational Church and COA!!
15. Our next meeting is on April 15 at 6pm.

Respectfully Submitted,  
Susan Murray – Secretary