# Medway Library Board of Trustees Final Meeting Minutes March 1, 2022 7:00 PM Zoom

<u>Members Present (virtually)</u>: John Scott Smith, Chair, Susan Alessandri, Trudi Stefan, Julie MacEvoy

Members Absent (virtually): Lisa Sheehan

Others Present (virtually): Margaret Perkins, Library Director

Chair John called the meeting to order at 7:01 PM.

#### **Approval of Agenda**

On a motion made by Susan, seconded by Julie, the Library Board of Trustees voted to approve the Agenda of March 1, 2022.

## **Approval of Minutes**

On a motion made by John, seconded by Julie, the Library Board of Trustees voted to approve the Minutes of February 1, 2022.

## Citizens Speak

Susan received messages about a Facebook post on the Medway Marches page.

#### **New Business**

#### Review library gift acceptance policy

John questioned if we have a policy in place. Margaret shared the gift/donation referenced in the Collection Development Policy. Margaret stated paintings are occasionally gifted through the Friends of the Medway Library. Collection Development Policy will encompass gifts/donations. Trustees reviewed the policy and thought Margaret did a good job putting it together. Margaret gave Audrey credit for her assistance with it as well. John questioned including products to include in the Makers Space- Margaret stated they make the decisions together.

Julie asked what happens when a patron requests possibly an inappropriate magazine or book. This is the discretion of the head librarian and staff. Patrons can always make requests. Margaret frequently fulfills these requests.

#### **Establish a Collection Development Policy**

Trustees reviewed policy. Lisa suggested one small edit. Lisa asked if this would be published on the website, Margaret confirmed yes. She would post this week.

On a motion made by Lisa, seconded by Trudi, the Library Board of Trustees voted to adopt the Collection Development Policy.

#### **Old Business**

Trustees voted to meet in person for the next meeting, April 4,2022 April 12, 2022.

Margaret spoke to Barbara, the consultant, she has a draft list of questions. They went through the questions. They are hoping to hold two focus groups. One for teens and one for adults. Total estimate for the cost is \$500. Barbara will run the focus groups. Julie asked if we would be compensating volunteers. Margaret stated food typically helps with the teenagers.

### **Review Incident Reports**

Margaret stated people have been asking if masks are required in the Library. John suggested aligning the policy with the schools. Percentage of patrons are under 5 or much older.

On a motion made by Susan, seconded by Trudi, effective 3/1/22, the Library Board of Trustees have lifted the mask mandate at the library.

## **Budget Report**

Margaret distributed the Budget Report via email.

# **Director's Report**

Margaret distributed the Director's Report via email.

Medway Cultural Council met at the Library to discuss statue grant.

On a motion made by Lisa, seconded by Julie, the Library Board of Trustees voted to adjourn the meeting at 8:12 PM.

Next Meeting: April 4, 2022 April 12, 2022

Respectfully submitted,

Katherine Mitchell, Recording Secretary