

G.A.R. Memorial Library Trustees Meeting Minutes
 February 8, 2022, 7:00pm, Remote via Zoom (COVID-19 quarantine)

Present: Fred Chanania, Amy Custance, Corinn Flaherty, Paula Breger, Ashley Adams, Laura Collins
 Marcia Sellos-Mauro, Sandra Nawrocki, Heather Conner, Tom Salvo
 Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	<p>Fred moved to adopt the January 11th minutes and Marcia seconded. They were unanimously approved with a roll call vote.</p> <p>Fred moved to adopt the January 18th Ad Hoc meeting minutes and Marcia seconded. They were unanimously approved with a roll call vote.</p>
Director's Report	<ul style="list-style-type: none"> a. Corinn's computer was failing and was no longer supported by Dell. She was able to get a new one through MVLC and will pay for it with State Aid Money. b. Brian has ordered a door with a window for Corinn's office and will be installing it soon. c. Kate is having success with hybrid story time sessions. She is allowing families to decide if they want to join in person or remotely. d. Kristen, our Teen Librarian, has accepted a job at the Newburyport Library. She has done an excellent job and will definitely be missed. Corinn has decided to look for someone that could work with all youth and not just teens, to replace her. She has revised the job description to reflect this. The library will need to close additional hours until her replacement can be found since Kristen currently works every other Saturday and that is the hardest time to get coverage. Corinn and another staff member will be covering Kristen's night shifts until her replacement is found. e. Corinn was able to subscribe to a new online news resource through MVLC called US NEWSSTREAM. It provides library card holders with full-text current and backfiles from a number of newspapers including the WSJ and the New York Times. It would be cost prohibitive to subscribe to all the options on our own so this is a great resource for the community. Sandy suggested we promote this offering since many people don't realize all the services we provide. Corinn is thinking about putting a widget on the website.
Youth Service Job Description	<p>Corinn has revised the Youth Services job description to shift the focus from teens to all youth since it is only a very small percentage of our traffic and circulation that is teen-related. She will be looking for a candidate with a background in both Teens and Children. This person will assist Kate as well as work with Teens and Tweens. This will be a 28 hr./week position must be posted 5 days internally before it can be posted externally so Corinn would like to get the description to Angus as soon as possible. Fred moved to accept the position description that was presented and Laura seconded. It was passed unanimously with a roll call vote.</p>
FY 2023 Budget Finalization	<p>Fred said there is no new news on the budget. Angus has just submitted his preliminary budget and we are waiting to hear back from him. The Select Board has decided on Corinn's salary and she and Fred will work on getting her contract finalized.</p>
Next Steps Strategic Plan Process	<p>Corinn started working with Maverick & Boutique and has watched a number of videos they provided. She has also started the survey and will get her questions to Paula and Heather to review. The survey will be both phone and laptop friendly.</p>

	<p>Laura asked if teens and kids will be included in the survey but Corinn explained it is really geared to adults. She hopes to include various ages in the community meetings and asked that we all let her know of anyone in town who might be interested in participating. She will present a list of people who will be involved at our next meeting. We also discussed reviewing the survey before it went out to the public. Corinn agreed to get it to the Trustees in time for us to discuss it at the next meeting.</p>
Art Donation	<p>The donated painting we discussed at the last meeting is now hanging in Corinn's office. She sent the couple a card to thank them and Sandy will also send one from the Trustees.</p>
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> • There will be a ribbon cutting ceremony for the Storywalk in the spring and a story will be put in the holder when the weather gets a little warmer. • Fred will talk to Kate about what kind of tree she would like in honor of her mother. He will also work with a company in Newburyport to get a marker made. Heather suggested a planting ceremony when the tree arrives and we all agreed that was a great idea. • Fred asked about the gardening for the upcoming season and asked Amy to contact Perennial Pleasures. We have used them for the past few years and have been very happy with their work. • Tom asked about the Pentucket students who have donation boxes out for Merrimack Valley Hope Mission because he was under the impression the library was collecting monetary donations but Corinn assured him they are not. They are collecting items specifically to help women in emergency and temporary shelters in the Haverhill area such as underwear and hygiene products. The library is also participating in the Bruin's pajama drive which MBLC promotes every year. Corinn will contact MBLC to see if they have any guidelines on charities the libraries work with. • Heather asked if we could hold our meetings in person soon. Fred suggested we try to hold our April meeting together at the library.
Next meeting	<p>The next meeting is scheduled for March 8th.</p>
Items Review of Action	<ol style="list-style-type: none"> a. Corinn will get the job description to Angus. b. Corinn will get the survey questions to Paula and Heather to review. c. Corinn will send out the draft of the final survey questions to the Trustees before the next meeting. d. Sandy will send a letter of appreciation from the Trustees to the couple who donated the painting. e. Amy will contact Perennial Pleasures about caring for the gardens in the upcoming season. f. Fred will contact Kate about the tree and the Newbury company about the marker. g. All Trustees who are up for re-election will go to the Town Hall to get their nomination papers.

Meeting Adjourned at 8:03pm.
The Trustees next meeting is scheduled for March 8, 2021.