

## **Trustees of the Jonathan Bourne Public Library Meeting Minutes – 28 April 2022**

A meeting of the Trustees was held on 28 April 2022 at the Jonathan Bourne Public Library and was called to order at 3:00pm by K. Fox-Alfano, Chairman.

**Attendees:** Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Sue Barlow, Christine Crane, Kristina Prodouz (Secretary), Susan Schmidt and Irja Finn, Library Director. Also attending were Anne Gregory, Friends of the Jonathan Bourne Public Library and Todd Benedict.

### **Friends of the Library Report**

- A. Gregory reported that the Friends of the Library presented the library staff with flowering plants in recognition of National Library Week in April.
- Dates for the book sale have been finalized. Book drop-off will take place on May 7<sup>th</sup> from 9am to 3pm. The outdoor book sale will be held on Saturday, May 21<sup>st</sup> from 10am to 2pm. May 22<sup>nd</sup> is the rain date for the book sale.
- The Friends are planning to post a description of the Bourne quilt in the Programming Room and are considering selling copies of the quilt coloring book as a fundraising event.
- Going forward, monthly Friends of the Library meetings will be held on the 4<sup>th</sup> Monday of the month, in the afternoon.

### **Voting Items - Approval of Meeting Minutes**

- The minutes of the trustees meeting held on 17 March 2022 were unanimously approved.

### **Information for Discussion:**

- **Report Task Force – Facilities; Environmental and Facilities Assessments**

The final written report of the Environmental Assessment is expected to be received on Monday, May 2<sup>nd</sup>. K. Fox Alfano indicated that the report will be summarized by the Facilities Task Force and discussed with the Trustees and Director.

- **CPC Funding**

K. Fox Alfano mentioned that \$25,000 in capital improvement funding for an engineering study of the 2<sup>nd</sup> floor of the library is in the budget to be voted on at the May 2<sup>nd</sup> Town Meeting.

- **Trustee Calendar update**

I. Finn reported that discussions should take place over the next few months regarding capital planning for the fall deadline and CPC funding requests.

### **Library Director Report:**

- A job description for the position of Assistant Library Director is being reworked by I. Finn, Director with M. McCollem, Town Administrator.

- Budgetary spending for this fiscal year is at 72% as of the end of March, 2022.
- I. Finn and P. Davis are finalizing the membership of a committee to begin work on the Strategic Plan.
- The minimum hourly requirement for the library will need to be readdressed soon.
- The Bourne United Methodist Church notified I. Finn, Director that they have money available for neighborhood gifting. An application was made for a gift of \$5,000 for improvements to the programming room that could include a mechanized projector screen and a sound system.

#### **Next Meeting**

- The next meeting will be held on Thursday, 26 May 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:01pm.

Respectfully submitted,

*Kristina Prodoz*