

Jacob Edwards Library

Minutes of July 27, 2021

The Library Trustee meeting of July 27, 2021 began at 12:03 PM. Present at the meeting were Trustees Maureen Gullekson, Gary Bridgman, Robin Weber, Jim Dyer, Mel Blake, Beth Cournoyer, Dick Whitney and Library Director Margaret Morrissey. The new Adult Services Librarian, Keith Vezeau, was in attendance to introduce himself and meet the Trustees. Tammie Darling was present to record the minutes.

Maureen Gullekson motioned to approve the June 2021 minutes, Beth Cournoyer seconded. So voted.

The purpose of the meeting was to discuss organizational topics. Robin Weber discussed her updated DRAFT version of the Jacob Edwards Library Board of Trustees By-Laws. Topics discussed include the following:

1. Changing gender identification throughout By-Laws (i.e. Chairman is now Chair)
2. Each officer needs an updated job description detailing the responsibilities of officers.
3. The order of business at each Trustee meeting will remain the same.
4. Creating a procedure in the event a Trustee resigns or fails to attend three consecutive meetings
5. There is no officer position of Clerk, instead, minutes will be taken and a report will be distributed by the recording secretary.
6. Margaret Morrissey noted that the current By-Laws state that the Library Director has a contract. She, in fact, does not have a contract. Current procedure for hiring a Library Director is for the Trustees to appoint a Director and the Town of Southbridge hires the Director.
7. A listing of all Town appointed and bank appointed officers will be created and maintained by the Trustee.

Robin Weber will make changes and distribute an updated DRAFT version of By-Laws at the next meeting.

James Dyer distributed a Board of Trustees Calendar with dates of all upcoming Trustee meetings/anticipated yearly events through September 2022. Meetings will remain on the fourth Tuesday of every month at 12pm. The December 2021 meeting has been changed to December 21, 2021 at 12pm.

New Business-Gary Bridgman suggested that the Trustees create a Library Fines Policy for overdue books. Margaret Morrissey discussed aligning the Policy to match other area libraries. A policy discussion on fines will occur at the next meeting.

A discussion took place regarding new officers for nomination. A vote will occur in September for officer positions.

Mel Blake made a motion to adjourn, Gary Bridgman seconded. So voted. The meeting ended at 12:55 PM. The next meeting will be held on August 24, 2021 at 12:00 PM