

Auburn Public Library
Board of Trustees Meeting
February 6, 2019
Minutes

Board of Trustees in Attendances: Suzette Dowd (Vice Chair), Nan Johnson, Paula Melican and Jennifer Lee Shea

Board of Trustees Absent: Ellen Ganely and Matt Toth (Chair)

Library Staff in Attendance: Jean Collins (Director), Molly and Dave

Meeting Called to Order at 6:25pm with a motion by Paula Melican and a second by Jen Shea

1. Approval of Minutes –
 - a. Unavailable, to be reviewed prior to our March meeting
 - b. Both Jan and Feb minutes to be approved in March

2. Senator Moore and Representative Frost event preparation
 - a. Introductions – Ellen / Jean
 - i. Introducing Senator Moore and Representative Frost
 - ii. Board and Library Staff self-introductions to our guests
 - b. Tour – Jean
 - i. Brief tour of the library
 - c. Speech – Ellen
 - i. Thank our guests for coming and highlight are reasons for inviting them
 - d. Question and Answers – Jen
 - i. Open up the floor to questions from both sides
 - e. Snacks
 - i. Paula – looking into new bakery in Auburn for snacks (Biscotto)
 - ii. Jen – picking up K-cups for coffee

3. Bill Schedule/Budge Review
 - a. Reviewed, no questions

4. Director's Report
 - a. Verbal Director's Report provided by Jean Collins
 - i. Submitted Annual Report, the Director's perspective, on Jan 28, 2019
 - ii. Has started budgetary meetings with Julie and Ed
 1. Proposed cut has been cut already but conversations continue
 - iii. Main entrance sign has been updated and is working properly now
 1. See Jean's email from Feb 5 for visual
 - iv. Incidents at the library
 1. There has been an increase in incidents at the library of late
 - a. Police have been called on more than one occasion
 - b. Police have come to the library looking for specific individuals
 - v. Library Staff is working on spring event and the summer reading program
 1. Anticipate more events starting in March
 - vi. Outreach
 1. Edy Pond

- a. Recent meeting between Jean and Nancy with Edy Pond about library promotion and engagement
 - 2. Swanson Intermediate School
 - a. Early stages of book club underway
 - 3. CASA
 - a. Four boxes of books were given to CASA
 - vii. Donations continue to come in
 - 1. Library working with a company who can pick up the books we cannot take
 - viii. Weeding
 - 1. This initiative is slowly getting started
- 5. Policy Review
 - a. Computer Policy
 - i. Director provided additional edits to the policy after review in January
 - 1. Updated policy with these edits is enclosed
 - b. Children's Room Policy
 - i. Director wanted to revisit the Children's Room Policy changes approved during the January meeting
 - 1. Specifically, the age requirement of caregivers
 - ii. Motion made by Jen to table this discussion and keep policy as it is currently reflected on the website until full board is present and able to discuss
 - 1. Motion Seconded by Paula
 - c. Collection Development Policy
 - i. Reviewed Suzette's and Jen's sections and in agreement with edits
 - ii. Per Feb 6, 2019 agenda, will continue work on this at our April meeting
- 6. Strategic Plan
 - a. Copies of the strategic plans we have obtained from our assigned libraries should be printed and copies available for everyone for our March meeting.
- 7. New Business/General Discussion
 - a. Friends Group deposit of \$838 was made on January 19, 2019
 - i. New balance is \$7,141.10
 - b. Meeting start time and agenda
 - i. General discussion around adjusting the start of our meeting initiated by Paula
 - 1. Noted we have very robust agendas each meeting and thought the 6:30pm start time was due to her work scheduled
 - 2. Discussed potential to move it earlier as well as streamline agendas to keep meetings on track and provide ample time for honest and open discussions
 - 3. Will readdress in March and April meetings
 - c. MA Library Trustee Association
 - i. Nan brought up the value of the MA Library Trustee Association and the regular communications they send out, wanted to ensure we are all engaged with them as it is a worthwhile endeavor; \$85 for the entire Board
 - 1. Requested the names of us not receiving these communications so she can share with Matt and continue to move this forward
 - a. Ellen, Jen and Paula are believed to not currently be receiving communications

Meeting adjourned at 7:52pm – Paula motion, Jen second
 Approved 3/6/2019 Unanimous